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FINAL

**SITE INVESTIGATION
HEALTH AND SAFETY PLAN
SITE 10**

MCB CAMP LEJEUNE, NORTH CAROLINA

CONTRACT TASK ORDER 0369

JANUARY 20, 1998

Prepared For:

**DEPARTMENT OF THE NAVY
ATLANTIC DIVISION
NAVAL FACILITIES
ENGINEERING COMMAND
*Norfolk, Virginia***

Under the:

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TABLE OF CONTENTS

	<u>Page</u>
1.0 INTRODUCTION	1-1
2.0 SITE BACKGROUND	2-1
3.0 SAMPLING OBJECTIVES	3-1
4.0 SAMPLING LOCATIONS AND FREQUENCY	4-1
4.1 Soil Investigation	4-1
4.1.1 Sampling Locations	4-1
4.1.2 Analytical Requirements	4-1
4.2 Groundwater Investigation	4-2
4.2.1 Well Construction and Locations	4-2
4.2.2 Sampling and Analysis	4-2
4.2.3 Surface Water Sample Collection	4-2
4.2.4 Sediment Sample Collection	4-3
4.3 Surveying	4-4
4.4 QA/QC Samples	4-4
4.5 Investigation Derived Waste Handling	4-5
5.0 SAMPLE DESIGNATION	5-1
6.0 INVESTIGATIVE PROCEDURES	6-1
6.1 Soil Sample Collection	6-1
6.2 Monitoring Well Installation	6-2
6.3 Groundwater Sample Collection	6-3
6.3.1 Low-Flow Purging Vs. High-Flow Purging	6-3
6.3.2 Selection of Water Quality Indicator Parameters	6-3
6.3.3 Purge Requirements	6-4
6.3.4 Purging and Sampling Procedure	6-4
6.4 Surface Water Sample Collection	6-5
6.5 Sediment Sample Collection	6-5
6.6 Decontamination	6-6
6.7 Monitoring and Data Collection Equipment	6-7
6.8 Land Survey	6-7
6.9 Investigation Derived Waste Handling	6-7
6.9.1 Responsibilities	6-7
6.9.2 Sources of Investigation Derived Wastes	6-8
6.9.3 Designation of Potentially Hazardous and Nonhazardous Investigation Derived Wastes	6-8
6.9.4 Investigation Derived Waste Sampling and Analysis	6-9
6.9.5 Labeling	6-9
6.9.6 Container Log	6-9
6.9.7 Container Storage	6-9
6.9.8 Container Disposition	6-10

TABLE OF CONTENTS (Continued)

	<u>Page</u>
6.9.9 Disposal of Contaminated Materials	6-10
7.0 SAMPLE HANDLING AND ANALYSIS	7-1
7.1 Sample Preservation and Handling	7-1
7.2 Chain-of-Custody	7-1
7.3 Field Logbook	7-1
8.0 SITE MANAGEMENT	8-1
8.1 Field Team Responsibilities	8-1
8.2 Reporting Requirements	8-1
9.0 REFERENCES	9-1

LIST OF TABLES

7-1	Summary of Sampling and Analytical Objectives
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LIST OF FIGURES

4-1	Soil Boring/Temporary Well Location Map
6-1	Typical Temporary, Shallow Monitoring Well Construction

LIST OF APPENDICES

APPENDIX A	GeoProbe Systems SOP
APPENDIX B	Justification Criteria for Use of PVC Well Casing and Screen Material
APPENDIX C	Groundwater Sample Acquisition
APPENDIX D	Decontamination of Sampling and Monitoring Equipment
APPENDIX E	Decontamination of Drill Rigs and Monitoring Well Materials
APPENDIX F	On-Site Water Quality Testing
APPENDIX G	Water Level, Water-Product Level Measurements and Well Depth Measurements
APPENDIX H	Photoionization Detector (PID) HNu Models PI 101 and DL 101
APPENDIX I	Bacharach Combustible Gas/Oxygen Meter and Personal Gas Monitor
APPENDIX J	Land Survey
APPENDIX K	Drum Sampling
APPENDIX L	Wastewater Sample Acquisition
APPENDIX M	Sample Preservation and Handling
APPENDIX N	Chain-of-Custody
APPENDIX O	Field Logbook

1.0 INTRODUCTION

This Health and Safety Plan (HASP) has been developed by Baker Environmental, Inc. (Baker) to accompany the Project Plans for Contract Task Order 0369. The objective of the project is to conduct a Site Investigation at Site 10 of the Marine Corps Base (MCB), Camp Lejeune, North Carolina. The purpose of this HASP is to comply with the safety and health regulations of the OSHA General Industry and Construction Standards and to define the requirements and designate protocols to be followed during Site Investigation activities involving potentially contaminated soils, and/or groundwater.

1.1 Policy

It is the policy of Baker Environmental, Inc. (Baker) that all on-site hazardous waste management activities be performed in conformance with a site-specific HASP. The HASP is written based on the anticipated hazards and expected work conditions and applies to activities performed under this Contract Task Order (CTO). Applicability of this HASP extends to all Baker employees, Baker's subcontractors, and visitors entering the site. However, subcontractors are expected to provide their own HASP and relevant Standard Operating Procedures (SOPs) that pertain to the activities they are contracted to perform on the site. This information will then become part of the site HASP. All personnel must review the HASP and sign an agreement to comply with its provisions prior to commencing any on-site work. The HASP is considered an operational document which is subject to revisions in response to various site-specific conditions which may be encountered. However, it may be modified/updated with the approval of the Project Health and Safety Officer (PHSO) and Project Manager. Proper notification will be given to the Atlantic Division (LANTDIV), Naval Facilities Engineering Command Navy Technical Representative (NTR) when significant changes to the HASP are implemented.

The HASP is based on an outline developed by the United States Coast Guard (USCG) for responding to hazardous chemical releases (USCG Pollution Response COMDTINST-M16456.30) and by the National Institute for Occupational Safety and Health (NIOSH), Occupational Safety and Health Administration (OSHA), USCG, and United States Environmental Protection Agency's (USEPA's) recommended health and safety procedures (Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities). This HASP, at a minimum, meets the requirements under OSHA Standard 29 CFR 1910.120 and 1926.65 (Hazardous Waste Operations and Emergency Response).

1.2 Project Plans

The Work Plan (detailing the tasks to be performed at each site), the Sampling and Analysis Plan (SAP), and Quality Assurance Project Plan (QAPP) are bound as separate documents, and will accompany the Health and Safety Plan in the field.

1.3 References

The following publications have been referenced in the development and implementation of this HASP.

- American Conference of Governmental Industrial Hygienists (ACGIH). 1995. Threshold Limit Values for Chemical Substances and Physical Agents and Biological Exposure Indices for 1995-1996.
- Lewis, Richard J., Sr. 1991. Hazardous Chemicals Desk Reference, 3rd Edition, Van Nostrand Reinhold, New York, New York.
- Martin, William F. and Steven P. Levine. 1994. Protecting Personnel at Hazardous Waste Sites, 2nd Edition, Butterworth-Heinemann, Stoneham, Massachusetts.
- National Institute for Occupational Safety and Health/Occupational Safety and Health Administration/U.S. Coast Guard/U.S. Environmental Protection Agency. 1985. Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities. October 1985.
- Occupational Safety and Health Administration. 1995. Title 29 Code of Federal Regulations, Parts 1910 and 1926.
- United States Department of Health and Human Services, Public Health Service, Centers for Disease Control, NIOSH. 1994. NIOSH Pocket Guide to Chemical Hazards. June 1994.
- United States Environmental Protection Agency, Office of Emergency and Remedial Response, Emergency Response Division. 1992. Standard Operating Safety Guides. June 1992.

2.0 PROJECT PERSONNEL AND RESPONSIBILITIES

The following personnel are designated to carry out the stated job functions for both project and site activities. (Note: One person may carry out more than one job function; personnel identified are subject to change.) The responsibilities that correspond with each job function are outlined below.

PROJECT MANAGER: Mr. James S. Culp

The Project Manager will be responsible for assuring that all activities are conducted in accordance with the HASP. The Project Manager has the authority to suspend field activities if employees are in danger of injury or exposure to harmful agents. In addition, the Project Manager is responsible for:

- Assisting the Project Health and Safety Officer (PHSO), as designated below, in Site-Specific HASP development for all phases of the project.
- Designating a SHSO and other site personnel who will assure compliance with the HASP.
- Reviewing and approving the information presented in this HASP.

PROJECT HEALTH AND SAFETY OFFICER: Mr. Ronald Krivan

The PHSO will be responsible for general development of the HASP and will be the primary contact for inquiries as to the contents of the HASP. The PHSO will be consulted before changes to the HASP can be approved or implemented. The PHSO will also:

- Develop new protocols or modify the HASP as appropriate and issue amendments.
- Resolve issues that arise in the field with respect to interpretation or implementation of the HASP.
- Monitor the field program through a regular review of field health and safety records, on-site activity audits, or a combination of both.
- Determine that all Baker personnel have received the required training and medical surveillance prior to entry onto a site.
- Coordinate the review, evaluation, and approval of the HASP.

SITE MANAGER: [To Be Named Prior To Mobilization]

The Site Manager will be responsible for assuring that all day-to-day activities are conducted in accordance with the HASP. The Site Manager has the immediate authority to suspend field activities if employees are subjected to a situation that can be immediately dangerous to life or health. The Site Manager's responsibilities include:

- Assuring that the appropriate health and safety equipment and personal protective equipment (PPE) has arrived on site and that it is properly maintained.

- Coordinating overall site access and security measures, including documenting all personnel arriving or departing the site (e.g., name, company and time).
- Approving all on site activities, and coordinating site safety and health issues with the SHSO.
- Assisting the SHSO in coordinating emergency procedures with the Naval Activity, emergency medical responders, etc., prior to or during site mobilization activities.
- Assuring compliance with site sanitation procedures and site precautions.
- Coordinating activities with Baker and subcontractor personnel.
- Overseeing the decontamination of field sampling equipment.
- Serving as the backup/alternate Emergency Coordinator.
- Assuming the responsibilities as indicated under "Field Team Leader," in their absence.

SITE HEALTH AND SAFETY OFFICER: [To Be Named Prior To Mobilization] _____

The SHSO will be responsible for the on-site implementation of the HASP. The SHSO also has the immediate authority to suspend field activities if the health or safety of site personnel is endangered, and to audit the subcontractor training, fit testing, and medical surveillance records to verify compliance. These records will be maintained at the Baker Command Post. The SHSO will also:

- Coordinate the pre-entry briefing and subsequent briefings.
- Assure that monitoring equipment is properly calibrated and properly operated.
- Assure compliance with the Baker Standard Operating Procedures (SOPs) in Attachment A.
- Manage health and safety equipment, including instruments, respirators, PPE, etc., that is used during field activities.
- Confirm emergency response provisions, as necessary, in cooperation with Naval Activity, emergency medical care, etc., prior to or during site mobilization activities.
- Monitor conditions during field activities to ensure compliance with the HASP and evaluate if more stringent procedures or a higher level of PPE should be implemented, and informing the PHSO and Project Manager.
- Document, as necessary, pertinent information such as accident investigation and reporting, designated safety inspections, a record of site conditions, personnel involved in field activities, and any other relevant health and safety issues. This information will become part of the official site records.

- Act as the Emergency Coordinator.

The Field Team Members will be responsible for:

- Familiarity with the HASP.
- Complying with the contents of the HASP.
- Attending training sessions to review the HASP, and staying informed of additional safety and health information.
- Being alert to identified and unidentified hazards, and reporting unidentified hazards to the SHSO and Site Manager, as soon as possible.
- Offering suggestions, ideas, or recommendations that may improve or enhance site safety.
- Conducting site activities in an orderly and appropriate manner.
- Reporting accidents/injuries, however minor, to the SHSO as soon as possible.

Subcontractor personnel are responsible for:

- Developing and complying with their site-specific HASP.
- Complying with all OSHA regulations relevant to their work.
- Obtaining the appropriate training, fit testing, and medical surveillance requirements under 29 CFR 1910.120, 1926.65, and 1910.134 and providing this documentation to the Site Manager prior to or during site mobilization.
- Having a competent safety monitor on site.
- Complying with the training and medical surveillance requirements as outlined in Sections 9.0 and 10.0, respectively, and providing their own PPE that meets or exceeds the level of protection as outlined in this HASP.

SUBCONTRACTOR COMPANIES:

Geoprobe Operations: To Be Announced

Survey: To Be Announced

Analytical Services: To Be Announced

LANTDIV REPRESENTATIVES:

- Ms. Katherine Landman Naval Technical Representative (NTR)
(804) 322-4818

ACTIVITY/STATION/BASE REPRESENTATIVES: MCB Camp Lejeune Representatives:

- Ms. Jennifer Casey (910) 451-5972
- Mr. Rick Raines (910) 451-5068

3.0 SITE CHARACTERIZATION

This section provides information on the background/site description, and hazard evaluation for the activities to be conducted under this CTO.

3.1 Site History

Site 10, Original Base Landfill is located on the western side of Holcomb Boulevard approximately 1,600 feet south of Wallace Creek and 1,750 feet north of Bearhead Creek (Figure 1-2). Both creeks flow east to west and eventually drain into the New River. This study area is fairly clear of trees with a thick underbrush. The site is a topographical high sloping north, west and south. Surface water that does not infiltrate, will travel in the direction of slope to the swamps surrounding the site.

The landfill covers approximately 5 to 10 acres and was operated prior to 1950 for the disposal of construction debris and as a burn dump. Records documenting the type of debris and/or wastes disposed at the site are unavailable at this time. Construction debris (i.e., concrete, bricks, scrap metal and asphalt) were observed during the site visit.

3.2 Previous Investigations

Baker Environmental, Inc. (Baker) conducted an expedited site characterization and evaluation of Site 10 during the week of September 26, 1995. A single surface and two subsurface soil samples were collected from each of five locations (10-SB01 through 10-SB05) using a Geoprobe. Surface soil samples were collected from 0 to 6 inches below ground surface (bgs). The subsurface samples were collected from just above the water table and from a depth midway between the surface and the water table. Three temporary groundwater monitoring wells (10-TW01, 10-TW02 and 10-TW03) were installed at the site and sampled.

All soil samples were analyzed for full Target Compound List (TCL) organics and Target Analyte List (TAL) inorganics. The three groundwater samples were analyzed for full TCL organics and TAL inorganics (total and dissolved).

Results of the surface and subsurface soils were compared to Region III Risk Based Concentrations (RBCs) for residential and industrial soil. No volatiles were detected in excess of these criteria in the surface soil samples, however, the following semivolatiles exceeded residential and/or industrial criteria: benzo(a)anthracene, benzo(b)fluoranthene, benzo(a)pyrene, indeno(1,2,3-cd)pyrene, and dibenzo(a,h)anthracene. No pesticides or PCBs were detected in excess of the above mentioned criteria.

The inorganic compounds detected in the surface soils were compared to the previously mentioned criteria as well as base background results. The following compounds were detected at concentrations which exceed one or more of the criteria: arsenic, barium, beryllium, potassium, manganese, lead, and zinc.

The only compound which exceeded the residential criteria in the subsurface soil samples was benzo(a)pyrene and no compounds were detected above the industrial criteria. Arsenic, barium, calcium, copper, manganese, lead and zinc were detected at concentrations exceeding the residential, industrial and/or base background concentrations.

Other chemical hazards that may be present are from the preservative chemicals that will be in some of the sample containers (such as, hydrochloric acid and nitric acid). An MSDS will be obtained from the laboratory and be available with the field sampling team for all sample preservatives.

3.5 Environmental Hazards

The following paragraphs identify the hazards associated with flora and fauna at MCB Camp Lejeune. If additional concerns are identified, they will be added to this HASP.

Hazardous Flora

An incidence of contact by individuals to poisonous/thorny plants is high while working in wooded areas. Bare skin should be covered (i.e., long pants and shirt, steel toe boots, leather or cotton gloves, safety glasses, and head protection) as much as practical when working in forested or densely vegetated areas. Personnel should avoid entering an area in the direct path of known poisonous flora (i.e., poison ivy, poison oak, or poison sumac); a secondary route should be selected. Care should also be taken when walking in such areas as uneven terrain or vines may present a tripping hazard.

Hazardous Fauna

Mosquitoes and gnats pose a nuisance and physical hazard to field personnel; they distract workers, leading to accidents, and pose a physical threat by transmitting live microorganisms. Avoiding the use of perfumes and scented deodorants and donning light colored clothing is preferable. The use of an insect repellent is encouraged and will be provided, as needed.

Poisonous snakes such as the rattlesnake, copperhead, and cottonmouth (water moccasin), all known as pit vipers, are common to the eastern United States. Snakes typically do not attack people but will bite when provoked, angered, or accidentally injured (as when stepped on). When encountering a snake, avoid quick/jerky motions, loud noises, and retreat slowly; do not provoke the snake. If bitten, follow emergency procedures outlined in the Emergency Procedures Section.

There are two spiders commonly found in the United States whose bite can be serious: the black widow spider and the brown recluse spider. These bites may be serious, even life-threatening. Many other spiders will bite, but they do not produce serious complications. The black widow spider measures approximately 1 inch long with its legs extended. It is glossy black in color and has a distinctive yellow-orange marking in the shape of an hourglass on its belly. On its back, however, there is no marking, and unless you happen to turn the spider over, you cannot see this mark. The danger of the black widow spider bite lies in its systemic manifestations. The venom from this spider attacks the nervous system, resulting in severe muscle cramps with boardlike rigidity of the abdominal muscles, tightness in the chest, and difficulty in breathing. Sweating, nausea, and vomiting will also occur.

The brown recluse spider is a little bit smaller than the black widow spider and is dull brown in color. It has a violin-shaped mark on its back, which can be seen when you are looking at the spider from above. The spider gets its name because it tends to live in dark areas, corners, and old unused buildings. The bite from this animal produces local rather than systemic manifestations. The venom of the brown recluse spider causes severe local tissue damage and can lead to an ulcer and gangrene. The bitten area becomes red, swollen, and tender within a few hours after the bite. A small blister forms, and several days later, this may form a large scab, covering a deep ulcer. Death is rarely

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Hazardous Fauna

Mosquitoes and gnats pose a nuisance and physical hazard to field personnel; they distract workers, leading to accidents, and pose a physical threat by transmitting live microorganisms. Avoiding the use of perfumes and scented deodorants and donning light colored clothing is preferable. The use of Avon's "Skin So Soft" or other insect repellent is encouraged and will be provided, as needed.

Poisonous snakes such as the rattlesnake, copperhead, and cottonmouth (water moccasin), all known as pit vipers, are common to the eastern United States. Snakes typically do not attack people but will bite when provoked, angered, or accidentally injured (as when stepped on). When encountering a snake, avoid quick/jerky motions, loud noises, and retreat slowly; do not provoke the snake. If bitten, follow emergency procedures outlined in the Emergency Procedures Section.

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reported. If a spider bite by a black widow or brown recluse is suspected, follow emergency procedures in Emergency Procedures Section.

There is also a potential to contact other dangerous insects; these include fire ants, chiggers, bees, wasps, hornets, mites, fleas, and ticks. Personnel should perform "checks" periodically and at the end of the work shift, especially when working in grassy or forested areas. Insect bites must be reported to the SHSO.

Before initiating site activities, each individual will be questioned as to any known sensitivities to the previously mentioned organisms or agents.

3.6 Task-Specific Hazards

Listed below are summaries for the hazards associated with each potential task for an area under investigation. Levels of protection outlined in Section 6.0 were selected based on this task-specific hazard identification, information obtained from previous investigations and site visits, and previous experience with similar investigations or activities.

3.5.1 Land Surveying

Chemical

- Skin contact with potentially-contaminated soil.
- Ingestion of contaminated material from hand-to-mouth contact.

Physical/Environmental

- Slips/trips/falls - sloped, uneven terrain; crawling over and under obstacles.
- Skin irritation from contact with insects and vegetation.
- Interaction with native and feral animal life.

3.5.2 Surface Soil Sampling

Chemical

- Skin contact with potentially-contaminated soil.
- Ingestion of contaminated materials from hand-to-mouth contact.
- Inhalation of volatile contaminants or volatile fraction of semivolatile contaminants.
- Absorption of constituents through the skin.

Physical/Environmental

- Slips/trips/falls - sloped, uneven terrain; crawling over and under obstacles.
- Skin irritation from contact with insects and vegetation.
- Interaction with native and feral animal life.
- Muscle strain from boring with hand auger.

3.5.3 Temporary Monitoring Well Installation (Geoprobe)

Chemical

- Potentially-contaminated mud, soil, or groundwater to be splashed onto body or in eyes.
- Ingestion of contaminated materials from hand-to-mouth contact.
- Inhalation of volatile contaminants or volatile fraction of semivolatile contaminants.
- Absorption of groundwater through the skin.

Physical/Environmental

- Elevated noise levels from heavy equipment operation.
- Slips/trips/falls - sloped, uneven terrain; crawling over and under obstacles.
- Skin irritation from contact with insects and vegetation..
- Interaction with native and feral animal life.
- Contact with underground utility lines.
- Review Attachment B safety instruction information on Geoprobe use

3.5.4 Monitoring Well Development

Chemical

- Potential for groundwater to be splashed onto body or in eyes.
- Ingestion of contaminated materials from hand-to-mouth contact.
- Inhalation of volatile contaminants or volatile fraction of semivolatile contaminants.

Physical/Environmental

- Slips/trips/falls - sloped, uneven terrain.
- Skin irritation from contact with insects and vegetation.
- Interaction with native and feral animal life.

3.5.5 Groundwater Sampling

Chemical

- Potential for contaminated groundwater to be splashed onto body or in eyes.
- Ingestion of contaminated materials from hand-to-mouth contact.
- Inhalation of volatile contaminants or volatile fraction of semivolatile contaminants emitting from the well opening.
- Adsorption of groundwater through the skin.

Physical/Environmental

- Skin irritation from contact with insects and vegetation.

3.5.6 Subsurface Sampling - Geoprobe Soil Boring

Chemical

- Potential for contaminated mud, soil, or groundwater to be splashed onto body or in eyes.
- Skin contact with potentially-contaminated soil.
- Ingestion of potentially-contaminated soils from hand-to-mouth contact.
- Inhalation of volatile contaminants or volatile fraction of semivolatile contaminants.

Physical/Environmental

- Elevated noise levels from heavy equipment operations.
- Muscle strain from lifting hazards.
- Skin irritation from contact with insects and vegetation.
- Contact with underground utilities.
- Interaction with native and feral animal life.
- Slips/trips/falls from sloped, uneven terrain; crawling over and under obstacles.
- Review Attachment B safety instruction information on Geoprobe use

4.0 SITE CONTROL

Measures need to be addressed in the HASP for managing the daily control of the site (i.e., access, site conditions, etc.). The following subsections provide a discussion of each site control measure that will be consistent for activities at Site 10.

4.1 Site Access

The Site Manager is designated to coordinate overall access and security at each area under investigation. Perimeters for activities to be conducted at Site 10 will be established according to the site boundary procedures identified in Section 4.3, local conditions, the items listed below, and Navy Activity requirements.

- Personnel will not be permitted within the Work Zone (i.e., Exclusion Zone) or Contamination Reduction Zone without proper authorization from the SHSO.
- All personnel arriving or departing the site will be documented in the site log book.
- All activities on site must be cleared through the Site Manager and documented in the site log book.
- The on-site Command Post will be established at the Baker Field Trailer, which is located at Lot 23 east of Site 10 across Holcomb Blvd.

4.2 Site Conditions

Specific site conditions are as follows:

- The prevailing wind conditions will be established daily
- Site topography consists of the following:
 - Small trees and brush
 - Relatively flat

4.3 Work Zones

To reduce the accidental spread of hazardous substances by workers from a potentially-contaminated area to a clean area, zones will be delineated to ensure that work activities and contamination are confined to the appropriate areas, and to keep unauthorized personnel from entering the work zones. A PID will be used to monitor breathing zones, point source sampling locations and the perimeter of the area to assist with determining levels of protection. Air monitoring requirements are described in Section 5.0. The sections below identify the requirements based on the level of protection in use.

4.3.1 Level C Activities

If air monitoring requirements or the SHSO indicate that an upgrade in protection is required the following boundaries will be physically established:

- Work Zone - The area where the primary investigation activity occurs.
- Hotline - The boundary between the Work Zone and CRZ.
- CRZ - The area between the Work Zone and the Support Zone which is located upwind of the site investigative activities.
- Contamination Control Line - The boundary between the CRZ and the Support Zone.
- Support Zone - The outermost area next to the CRZ and upwind of the site investigative activities.

These boundaries will be demarcated using colored boundary tape, cones, or equivalent for the Hotline or the Decontamination Corridor of the CRZ and/or barriers for the Contamination Control Line such as posted signs and/or barricades.

4.3.2 Level D and D+ Activities

Site 10 is in an unpopulated, therefore, physically demarcated may not necessary. The SHSO is responsible for making this determination.

4.4 "Buddy System"

Site 10 activities that involve intrusive and sampling activities that present a potential for contact with hazardous materials will be performed by a work team of no fewer than two people (i.e., Buddy System).

4.5 Safe Work Practices

Routine safe work practices may consist of:

- Conducting operations in a manner to reduce exposure of personnel and equipment.
- Implementing appropriate decontamination procedures.
- Conducting sampling activities from an upwind location.
- Adherence to applicable safety regulations in OSHA Standards 29 CFR 1910 and 1926.
- Setting up barriers to exclude unauthorized personnel from contaminated areas.
- Minimizing the number of personnel and equipment at each area under investigation.
- Establishing work zones within each area under investigation.
- Establishing control points for ingress to and egress from work zones.

4.6 Sanitation Procedures/Site Precautions

Provisions for sanitation procedures and site precautions to be followed on site are outlined below.

- A supply of clearly marked potable water, tightly closed, and equipped with a tap.
- Single service disposal cups.
- Outlets for non-potable water, clearly marked, for fire fighting or other purposes. Cross-contamination of the potable supply shall be prevented.
- One toilet facility for up to 20 personnel which is either chemical, recirculating, combustion, or flush, depending on local code requirements. Two toilet facilities will be required for greater than 20 personnel.
- A place for food handling meeting applicable laws or suitable alternatives to such facilities will be provided (i.e., nearby restaurants, food wagons, etc.).
- Clean wash water will be available in the decontamination zone during Level C or B activities, as well as each Baker Field Vehicle and the Baker Field Trailer.
- Eating, drinking, chewing gum or tobacco, smoking, or any practice that increases the probability of hand-to-mouth transfer and ingestion of material is prohibited in any area designated as contaminated. Smoking will also not be allowed in areas where flammable materials are present. Hands and face must be thoroughly washed before breaking for meals and upon leaving the site. "Contaminated" work garments are not to be worn off site.
- Whenever decontamination procedures for outer garments are in effect, the entire body should be thoroughly washed as soon as possible after the protective garment is removed.
- Contact lenses are not permitted to be worn on site.
- Facial hair, which interferes with a satisfactory fit of the mask-to-face seal, is not permitted on personnel who are or may be required to wear respirators.
- Contact with contaminated or potentially-contaminated surfaces should be avoided. Wherever possible, do not walk through puddles, leachate, discolored surfaces, lean, sit or place equipment on drums/containers.
- Medicine and alcohol can potentiate the effects of exposure to toxic chemicals, therefore, prescribed drugs should only be taken by personnel when approved by a qualified physician. Alcoholic beverage intake should be minimized or avoided during after-hour operations.
- Alcoholic beverages and firearms are prohibited on site.

- All site personnel will observe any posted sign, warning, fence, or barrier posted around contaminated areas.
- Site personnel must wear the proper attire while on site. At a minimum, this will include steel-toed boots, work pants (e.g., jeans or other durable material), and work shirt (e.g., short or long-sleeved, made of a durable material). Tank tops, muscle shirts, and sweat pants are not permitted.

5.0 ENVIRONMENTAL MONITORING

Environmental monitoring will be performed during the geoprobe and sampling activities. Due to the short duration and variability of field tasks real-time air monitoring will be used to assess action levels. The action levels for the PID are based on a "worst-case" contaminated 8-hour TWA-PEL of 1 ppm (i.e., benzene, etc.), and are consistent with those listed by the USEPA in Section 6.9, of the Standard Operating Safety Guides (June, 1992).

Personal monitoring will be accomplished using realtime environmental monitoring instrumentation directed at the breathing zone (BZ) (the area bordered by the outside of the shoulders and from the mid-chest to the top of the head) of work party personnel. Breathing zone monitoring will be performed each time a reading is taken at the point source (i.e., after well is opened for groundwater sampling, after breaking ground for soil sampling, etc.). The guidelines below identify the protection levels required according to the concentrations measured using each piece of equipment.

PID ⁽¹⁾

- Background⁽²⁾ = Level D/D+
- >1 mu (meter unit) above background for up to 1 continuous minute in the BZ = Stop work and consult the PHSO
- >5 mu above background for up to 15 continuous minutes in the BZ = Stop work and consult the PHSO
- Instantaneous peak concentrations >10 mu in the BZ = Stop work and consult the PHSO

(1) PID with 11.7 eV ultraviolet lamp set on the 1X Scale.

(2) Background is typically 1 to 2 mu

5.1 Equipment Maintenance and Calibration

Equipment calibration under the direction of the SHSO will be completed daily before use and calibration information entered into the field log book. Copies of this information will be given to the Project Manager at the completion of the field work.

Procedures for equipment maintenance and calibration follow those guidelines found in the operating manual provided by the manufacturer (included with each piece of equipment) or in Baker's Standard Operating Procedures for Administrative, Field, and Technical Activities Manual.

5.2 Monitoring Documentation

As environmental monitoring is performed, documentation of the results will be entered into the Field Log Book of the SHSO or other personnel performing the monitoring. Documentation is to include the date, time, instrument result, general location, and specific location such as point source, breathing zone, or area, and weather conditions during the monitoring time period. Copies of the Field Log Book with the air monitoring information will be given to the Project Manager at the completion of the field work.

6.0 PERSONAL PROTECTIVE EQUIPMENT

Based on the information provided in Section 3.0, Site Characterization, the levels of protection and corresponding PPE have been designated for the following field activities. Upgrading or downgrading the level of protection will be based on realtime monitoring, working conditions, and the discretion of the SHSO.

Note: No single combination of protective equipment and clothing is capable of protection against all hazards. PPE should be used in conjunction with safe work practices, effective decontamination, and good personal hygiene.

EXCEPT IN EMERGENCY SITUATIONS, CHANGES TO THE SPECIFIED LEVELS OF PROTECTION SHALL ONLY BE MADE WITH THE APPROVAL OF THE SHSO AND THE SITE MANAGER, IN CONSULTATION WITH THE PHSO AND PROJECT MANAGER.

PROTECTIVE CLOTHING: The following table (Table 6-1) summarizes the level of protective clothing required for the field task to be performed at the site.

TABLE 6-1

SUMMARY OF PROTECTIVE CLOTHING REQUIREMENTS

Task	Level of Protection	Required Personal Protective Equipment
Land Surveying	D	<ul style="list-style-type: none">● Steel-toed Safety Boots● Work Clothes or Coveralls (long sleeves)
Tree and Brush Clearing	D	<ul style="list-style-type: none">● Steel-toed Safety Boots● Work Clothes or Coveralls (long sleeves)● Work Gloves● Hard Hat● Safety Glasses● Hearing Protection (during the use of powered equipment)
Surface Soil Sampling Temporary Monitoring Well Development Groundwater Sampling	Modified D	<ul style="list-style-type: none">● Steel-toed Safety Boots● Safety Glasses● Nitrile Gloves● Work Clothes or Coveralls (long sleeves)
Geoprobe Subsurface Sampling - Soil Borings Temporary Monitoring Well Installation	Modified D	<ul style="list-style-type: none">● Steel-toed Safety Boots● Safety Glasses● Nitrile Gloves● Hearing Protection (recommended)● Work Clothes or Coveralls (long sleeves)

7.0 DECONTAMINATION PROCEDURES

Procedures to follow for the decontamination of personnel and equipment, as well as handling of materials generated during decontamination, are discussed in the following sections.

7.1 Personnel Decontamination

Personnel leaving the Work Zone will be thoroughly decontaminated. The following protocol will be used for the decontamination stations according to levels of protection assigned to each field activity:

Level D	Level D+	Level C
1. Equipment drop	1. Equipment drop	1. Equipment drop
2. Hand/Face wash	2. Inner glove removal/disposal	2. Outer boot and glove wash
3. Equipment wipe down	3. Coverall removal/disposal*	3. Outer boot and glove rinse
	4. Hand/face wash	4. Tape Removal
	5. Equipment cleaning	5. Outer boot and glove removal
		6. Coverall removal/disposal
		7. Respirator removal
		8. Inner glove removal/disposal
		9. Hand/face wash
		10. Respirator cleaning/sanitizing
		11. Equipment cleaning

*Optional - depends on degree of contamination and type of PPE used.

The following decontamination equipment is required for Level C protection levels:

- Two small tubs (one set of wash and rinse water)
- Scrub brush
- Towels*
- Hand and face wash capability*
- Pressurized sprayers for rinsing
- Contaminated clothing disposal bag or drum*
- Contaminated liquids disposal drum

- Respirator cleaning solution
- Liquinox and water as the decontamination solution

*Minimum for Level D decontamination.

7.2 Effectiveness of Personnel Decontamination

The effectiveness of site decontamination methods will be evaluated by the SHSO on a periodic basis. This evaluation may include the observation of personnel decontamination, inspection of PPE before and after decontamination, and questioning site personnel for signs and symptoms of exposure. Additional measures may also be employed by the SHSO at their discretion.

8.0 EMERGENCY PROCEDURES

8.1 Scope

The activities to be conducted under this HASP are not remediation (cleanup), but investigative; therefore the potential for a "release" to air, water, or soil is low. However, other emergencies, such as fire or personal injury may occur. If so, local emergency response groups will be called in to handle the incident, as necessary.

8.2 Pre-Emergency Planning

All applicable Navy/local emergency response contacts (On-Scene Commander, Fire Department, Security, Ambulance, Hospital, etc.) at MCB Cam Lejeune will be contacted prior to or during site mobilization activities. This notification will be performed by the SHSO and/or Site Manager. The information discussed may include:

- A description of site activities.
- Anticipated site hazards.
- Hazardous chemicals/materials brought on site.
- Expected length of time on site.
- Specific requirements the emergency response facilities may require.
- Confirmation of emergency phone numbers.
- Security measures that must be followed by site personnel.

Specific points of contact, where applicable, will be established and added to the HASP. If requested, Material Safety Data Sheets for hazardous chemicals/materials brought on site (which are maintained at the Command Post), will be provided at this time.

8.3 Emergency Coordinator

The SHSO acting as the Emergency Coordinator is responsible for field implementation of these Emergency Procedures. The Emergency Coordinator is responsible for reacting (not responding) to emergencies. As the Emergency Coordinator, specific duties include:

- Familiarizing all on-site personnel with the emergency procedures and the emergency coordinator's authority.
- Identifying the nearest telephone in the event of an emergency.
- Communicating site emergency procedures and requirements to all Baker and subcontractor personnel.
- Specifying the Site Manager as the backup/alternate Emergency Coordinator.
- Controlling activities of subcontractors and contacting the emergency response groups, as necessary.
- Anticipating, identifying, and assessing fires, explosions, chemical releases, and other emergency situations to the best of the coordinator's ability, and providing this information to the emergency group(s) responding.

- Familiarity with site personnel trained in emergency first aid and adult CPR.

All on-site personnel, whether involved in emergency response or not, will be notified of their responsibilities by the Emergency Coordinator in an emergency. They will be familiar with the emergency procedures and the Emergency Coordinator's authority.

8.4 Communications/Telephone Numbers

Internal communications will rely on direct communication (via verbal or two-way radios) between site personnel. External communications will employ a telephone located in the Baker Field Trailer, a mobile telephone for emergency use, and various telephones located throughout the Base (near the investigation areas). Telephone communication at the Command Post will be established during site mobilization.

The "Buddy System" will be in effect at all times; any failure of communication requires an evaluation of whether personnel should discontinue activities.

Air horns will be used for communication during emergency evacuation of personnel. One long (3 second) air horn blast is the emergency signal to indicate that all personnel should evacuate the Work Zone.

Coordination between Baker and subcontractor personnel is the responsibility of the Site Manager. The best means for securing the lines of communication will be determined at the pre-entry briefing.

Emergency telephone numbers will be posted in the Baker Field Trailer and maintained in each Baker Field Vehicle. The list of emergency phone numbers is presented in Table 8-1.

TABLE 8-1
EMERGENCY PHONE NUMBERS
MCB CAMP LEJEUNE

Agency/ Facility	Phone Number Off-Base	Contact
Security	(910) 451-2555	Response Operator
Ambulance (On-Base)	(910) 451-3004 or (910) 451-3005	Base Fire Dept. Dispatcher
Ambulance (Public)	(910) 451-9111	Response Operator
Hospital Emergency Room (On-Base)	(910) 451-4840 (910) 451- 4841 (910) 451- 4842	Response Operator
Onslow County Hospital (Off- Base)	(910) 577-2240	Response Operator
Emergency One Call	911 or (910) 451-9111 (910) 451-3004 or (910) 451-3005	Response Operator Base Fire Dept. Dispatcher
On-Scene Coordinator	(910) 451-5815	Fire Chief
Environmental Management Division (EMD)	(910) 451-5068	Mr. Neal Paul Mr. Tom Morris Mr. Rick Raines
EMD (after hours)	(910) 346-4316	Mr. Tom Morris (home)
Duke Regional Poison Control Center	1-800-672-1697	Response Operator
National Response Center	1-800-424-8802	Response Operator
CHEMTREC	1-800-424-9300	Response Operator
ATSDR	1-404-639-0700	Response Operator

8.5 Assembly Area

In the event of an emergency, personnel will be instructed to meet initially at the Baker Field Vehicle and eventually at the Baker Field Trailer. Where applicable, personnel will exit the work area through the contamination reduction zone. If either location is inappropriate, an alternate assembly area will be designated by the Emergency Coordinator in an upwind location from the site. At this location, emergency needs will be provided such as:

- Assembly for evacuated personnel
- First aid for injured personnel
- Decontamination material
- Communications

8.6 Emergency Hospital Route

An emergency hospital route map and written directions to the hospital will be posted in the Baker Field Trailer and maintained in the Baker Field Vehicle. Personnel will be informed of the location of the map and the directions to the hospital during the pre-entry briefing. The hospital route map and written directions will be provided with the Final HASP for this project.

8.7 Emergency Medical Treatment

This section provides information on the nearest emergency medical facility and corresponding emergency telephone numbers.

Emergency Medical Services

For chemical and nonchemical exposure incidents, the nearest public hospital is:

Name Onslow County Memorial Hospital
Address 317 Western Blvd.
On-Base Telephone No. 557-2240
Off-Base Telephone No. 910-557-2240

Note In extreme emergencies, personnel may be transported to Building NH100 (Naval Hospital) for initial treatment.

Local ambulance service is available from the base ambulance service at 911 and the City of Jacksonville at 910-455-9119. Contact will be made with emergency personnel prior to the start of activities (see Section 8.2).

8.8 Injuries

If injuries are not serious or life threatening, affected personnel may be transported by other site personnel to the local medical facility, if necessary. Emergency medical response personnel will be contacted in the event of serious or multiple injuries. Medical personnel will be provided with all available information regarding the nature of the incident, chemicals involved, etc. Instances requiring treatment beyond "first aid" will be handled at appropriate facilities and reported to the Project Manager and PHSO within 24 hours.

There will be a minimum of two persons during each phase of field activities that will be trained in standard first aid and adult CPR. These personnel will also be familiar with Baker's program for potential exposure to bloodborne pathogens as outlined in the Baker Safety SOPs in Attachment A. Subcontractors will be responsible for securing proper medical attention for their employees. Baker may assist the subcontractor as necessary.

8.8.1 Physical Injury

If an employee working in a contaminated area is physically injured, first aid procedures are to be followed. If the employee can be moved, he/she will be taken to the edge of the work area and decontaminated, if necessary (refer to Section 8.9). Depending on the severity of the injury, emergency medical response from base personnel may be sought to stabilize victim for transport to

public hospitals. Emergency first aid may be administered by Baker personnel prior to transporting to an awaiting ambulance or to a local emergency medical facility, as appropriate.

8.8.2 Chemical Injury

If the injury to a worker is chemical in nature (e.g., direct contact/exposure), the following first aid procedures are to be instituted:

- Eye Exposure - If contaminated solid or liquid gets into the eyes, wash the eyes immediately at the 15-minute emergency eyewash station (or with the personal eye wash bottle when an eye wash station is not immediately available). Obtain medical attention immediately.

NOTE: Contact lenses will not be worn while working at any site.

- Skin Exposure - If contaminated solid or liquid gets on the skin, promptly wash the contaminated skin using soap or mild detergent and water. If solids or liquids penetrate through the clothing, remove the clothing immediately and wash the skin using soap or mild detergent and water. Obtain medical attention immediately.
- Swallowing - If contaminated solid or liquid has been swallowed, immediately contact the Duke Regional Poison Control Center Poison Control Center at 1-800-672-1697. Do not induce vomiting in an unconscious person. Obtain medical attention as directed by the Poison Control Center.
- Breathing - If a person has difficulty breathing, move the exposed person to fresh air at once. If breathing is not evident, check for pulse and perform appropriate first aid, either rescue breathing or CPR, depending on the condition. Obtain medical attention immediately.

8.8.3 Snakebite Injury

In the event of a snakebite injury, the following procedures will be followed.

Look for signs and symptoms such as the characteristic appearance of two small holes, usually about a half inch apart, with surrounding discoloration, swelling, and pain. Systemic signs (which may or may not occur) include weakness, sweating, faintness, and signs of shock.

Provide treatment as follows:

1. Calm the victim and keep affected area still.
2. Contact ambulance if you cannot provide victim with transportation to the nearest hospital.
3. Wash the wound.
4. Keep the affected area below the level of the heart if bite is on the arm or leg.

5. Treat for shock.
6. Monitor airway, breathing, and circulation.
7. Obtain physical description of snake, if possible.
8. Provide the emergency medical responder (either the ambulance attendant or the emergency room at the hospital) with all pertinent information such as how long ago the bite occurred, the type of snake (if known), any known allergic conditions (if known), etc.
9. Inform the SHSO as soon as possible.

8.8.4 Spider Bite Injury

The emergency treatment for the black widow spider bite is basic life support. Sometimes the individual is not even aware of having been bitten, or where. Apply cold to the site of the bite if it can be identified. There is a specific antivenin for this spider bite that must be administered by a physician. It is particularly important to identify the spider, and bring it in, if you can.

The emergency treatment for the brown recluse spider is similar to that for the black widow spider except that these bites need local surgical treatment, and these patients should be brought to the hospital. Again, if possible, identification of the spider should be carried out.

8.9 Personal Protection and First Aid Equipment

PPE available for emergency response will include the following:

- Polyvinyl chloride boots
- Tyvek® suits, polyethylene coated and uncoated
- Nitrile gloves (inner and outer)
- Neoprene and Nitrile Gloves (outer)
- Face shields and goggles
- SCBAs

PPE and first aid equipment will be available in the support zone (i.e., Baker Field Vehicle and Baker Field Trailer).

Emergency and first aid equipment can be found at the following locations:

Fire Extinguisher:	<u>Baker Field Trailer and Contractor Field Vehicle</u>
First aid kit:	<u>Baker Field Trailer and Baker Field Vehicle</u>
Personal eye wash bottle:	<u>Baker Field Trailer and Baker Field Vehicle</u>
Air Horn:	<u>With Personnel</u>
Emergency Eye Wash Station:	<u>Near Area With Greatest Potential for Chemical Splash/Exposure</u>

8.11 Notification

If the Emergency Coordinator determines that the site has an uncontrolled situation, such as a spill, fire, or explosion, that could threaten human health or the environment, the coordinator will immediately call the Base Fire Department, the Activity Contact, the Project Manager, and the NTR as soon as possible. The notification report will include:

- Description of incident (e.g., release, fire).
- Name and telephone number of individual reporting the emergency.
- Location of incident.
- Name and quantity of material (s) involved (if known).
- The extent of injuries and number of casualties.
- The possible hazards to human health or the environment and recommended cleanup procedures.
- Assistance that is requested.

8.12 Hazard Assessment

The Emergency Coordinator will assess possible hazards to human health or the environment that may result from an uncontrolled situation, to the best of the individual's abilities, incorporating the following steps, as appropriate.

- Assess the immediate need to protect human health and safety.
- Identify the materials involved in the incident including exposure and/or release pathways and the quantities of materials involved.
- Inform appropriate personnel, as identified in Section 8.11, who will determine if release of material(s) meets USEPA requirements for reportable quantities for spills under the RCRA or Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

This assessment may consider both the direct and indirect effects of the chemical release, fire, explosion, or severe weather conditions (e.g., the effects of any toxic, irritating, or asphyxiating gases that are liberated).

8.13 Security

During activation of these Emergency Procedures, the Emergency Coordinator or his/her designated representative will control access to the site and maintain an incident log until the appropriate personnel, such as the Navy On-Scene Commander, arrives and takes control. The incident log will include:

- Activities that have occurred since the incident was first reported.
- Tasks currently being performed and where.
- Rescue and response equipment used.
- Protective equipment being used.

8.14 Emergency Alerting

This section outlines the emergency alerting procedures according to the location and type of emergency.

Personnel Injury in the Work Zone:

- Initiate a verbal warning or one long airhorn blast and move all unaffected site personnel to the support zone (for Level D/D+) or the CRZ (for Level C or higher).
- Send the rescue team into the Work Zone (if required) to remove the injured person to the hotline.
- Have the SHSO and/or Site Manager evaluate the nature of the injury and assure that the affected person is decontaminated according to Section 8.9.
- If required, contact an ambulance and/or the designated medical facility.

In all situations when an on-site emergency results in evacuation of the Work Zone, personnel shall not reenter until:

1. The conditions resulting in the emergency have been corrected.
2. The hazards have been reassessed.
3. The HASP has been reviewed and, if appropriate, modified.
4. Site personnel have been briefed on any changes in the HASP.

Personnel Injury in the Support Zone:

- The Site Manager and SHSO will assess the nature of the injury; if the cause of the injury or loss of the injured person does not affect the performance of other site personnel, operations may continue.
- If the injury increases the risk to others, a verbal warning or one long airhorn blast shall be sounded and all remaining site personnel will move to the command post for further instructions.
- Activities on site will stop until the added risk is mitigated.

Fire/Explosion:

- Initiate a verbal warning or one long airhorn blast and move all site personnel to the support zone (for Level D/D+) or the CRZ (for Level C or higher).
- Alert the fire and security departments and move all nonessential personnel to the Baker Command Post to await further instructions.
- Activities will stop until the added risk is mitigated.

Personal Protective Equipment Failure:

- If any site worker experiences difficulty, failure, or alteration of protective equipment that affects the protection factor, that person and his/her buddy shall immediately cease work activities, leave the Work Zone, and repair or replace the defective equipment.
- Reentry will not be permitted until the equipment has been repaired or replaced.

Other Equipment Failure:

- If any other equipment on site fails to operate properly, the Field Team Leader shall notify the Site Manager and SHSO to determine the effect of this failure on site operations. If the failure affects the safety of site personnel, work with the equipment will cease until the situation is evaluated and appropriate actions taken.

8.15 Training

Site personnel will read the details in the Emergency Procedures prior to the pre-entry briefing. The Emergency Procedures will be reviewed by site personnel during the pre-entry briefing.

8.16 Spill Containment Procedures

In the event that a small (less than the reportable quantity), easily-controlled spill of hazardous substances (e.g., gasoline, oil, etc.) occurs during the implementation of field activities, spill containment will be utilized to prevent the additional migration of contaminants through the site area. Large, uncontrolled spills will be handled by qualified response organizations under the direction of qualified Base personnel and/or Navy On-Scene Commander.

Specific spill containment procedures will be dependent on the type of materials spilled and the type of environment affected. Potential spill containment procedures may include diking with absorbent material/pads, then removal or containment of the contaminated materials. Spill containment materials will be located within close proximity to the storage area of the hazardous substances in a manner such that the pathway remains accessible and free of obstructions. Spill containment materials available on site may include:

- Vermiculite
- Ground corn cobs
- Dirt or sand
- Shovel

9.0 TRAINING REQUIREMENTS

Training requirements for site personnel are outlined in the sections below.

9.1 General

All Baker employees, subcontractors, or other personnel entering the site will need to have received training in compliance with the OSHA Standard 29CFR 1910.120. Baker employees engaged in field activities which potentially expose workers to hazardous substances receive a minimum of 40 hours of instruction off site, and a minimum of three days actual field experience under the direct supervision of a trained, experienced supervisor. Key points of the 40-hour training include field demonstrations, respiratory fit testing and training, risk assessment, toxicology, chemical reactivity, use of monitoring equipment, downrange work procedures, site safety procedures, levels of protection, protective clothing, decontamination, and practical field exercises (e.g., donning, doffing, and working in personal protective ensembles for personal protection Levels A, B, and C).

In addition to the initial 40-hour training program, Baker requires site employees to receive an annual 8-hour refresher training course on the items specified by the 29 CFR 1910.120 standard. The general purpose of the 8-hour refresher is to ensure that personnel retain the knowledge necessary to be adequately protected and stay current with proper site health and safety procedures.

Baker also requires that personnel involved with on-site employee supervision receive, in addition to 40 hours initial training and three days of supervised field experience, at least eight additional hours of specialized training at the time of job assignment. Training topics include, but are not limited to, the employer's safety and health program and the associated employee training program, personal protective equipment program, spill containment program, and health hazard monitoring procedures and techniques. The 8-hour supervisory training is required to ensure that supervisors have the knowledge necessary to understand and use the various Health and Safety Programs and to implement the elements of the HASP.

9.2 Site-Specific Training

Site-specific training, as discussed in Section 1.4, will consist of an initial health and safety briefing on the following information:

- Names of individuals responsible for site health and safety and methods of communicating safety and health concerns.
- Roles and responsibilities of site personnel.
- Site-specific health and safety hazards.
- Use of PPE.
- Work practices by which employees can minimize risk.
- Safe use of equipment on site.
- Recognition of symptoms and signs of exposure to hazardous materials.
- Use of monitoring equipment.

- Site control measures.
- Decontamination procedures.
- Emergency procedures.

The SHSO will conduct the initial site-specific training prior to the initiation of field activities for each new area under investigation.

10.0 MEDICAL SURVEILLANCE REQUIREMENTS

10.1 General

All personnel who may be exposed to materials having potentially adverse and deleterious health effects, obtain medical clearance from Baker's Board Certified Occupational Health Physician in accordance with 29 CFR 1910.120(f) prior to entry onto any site. Baker's corporate medical surveillance program establishes a medical baseline and monitors for symptoms of overexposure for individuals who participate in Preliminary Assessments, Site Inspections, Remedial Investigations, Feasibility Studies, and construction-phase services at sites covered by the Department of Labor, OSHA, Hazardous Waste Operations and Emergency Response Standard, 29 CFR 1910.120. The program will include a medical and work history and is intended to determine the individual's capability for performing on-site work, including wearing chemical protective clothing and respiratory protective equipment in a thermally-stressed environment.

All Baker employees that will be engaged in site activities covered by the 29 CFR 1910.120 standard receive a Group III physical examination by a licensed physician who has provided information on the individual's site activities and exposure or anticipated exposure levels. This exam is received initially upon hire, then once every 12 months thereafter. More frequent medical examinations, consultations, and/or laboratory testing will be provided if the examining physician determines that an increased frequency of examination is required. A complete Group III medical exam includes parameters such as height, weight, vision, temperature, blood pressure, and a complete review of occupational and medical histories. Other tests in a Group III exam include chest x-rays, electrocardiogram, spirometry, urinalysis, and blood tests.

10.2 Site Specific

Prior to entry onto the site, all personnel, including subcontractors, will be required to provide medical clearance to the SHSO from their company physician in accordance with 29 CFR 1910.120(f), stating that they are physically capable of performing the activities required of them. The need for additional monitoring, dependent on information obtained during the site characterization, will be evaluated on a case-by-case basis. However, in the event that site employees are injured, receive a health impairment, develop signs or symptoms which may have resulted from exposure to hazardous substances resulting from an emergency incident, or are exposed during an emergency incident to hazardous substances at concentrations that are or may be above the permissible exposure limits or the published exposure levels without the necessary personal protective equipment being used, medical examinations and/or consultations shall be performed according to the following schedule:

1. As soon as possible following the emergency incident or development of signs or symptoms.
2. At additional times, if the examining physician determines that follow-up examinations or consultations are medically necessary.

11.0 HEALTH AND SAFETY PLAN APPROVAL

This HASP has been reviewed by the following personnel prior to submission to LANTDIV.

James S. Culp

Project Manager

Signature/Date

Ronald Krivan

PHSO

Signature/Date

12.0 DECLARATION OF HEALTH AND SAFETY PLAN REVIEW*

All site personnel indicated below have reviewed and are familiar with this Health and Safety Plan for the Site Investigation at Site 10.

(Name-Print)

(Company)

(Name-Sign)

(Date/Time)

(Name-Print)

(Company)

(Name-Sign)

(Date/Time)

(Name-Print)

(Company)

(Name-Sign)

(Date/Time)

(Name-Print)

(Company)

(Name-Sign)

(Date/Time)

(Name-Print)

(Company)

(Name-Sign)

(Date/Time)

*This page is to be reproduced to accommodate the numbers of personnel who receive training prior to performing activities or visiting a site, and is to remain in the Baker Field Trailer (or Baker Field Vehicle in the absence of a trailer) until demobilization.

Page ____ of ____

FIGURES

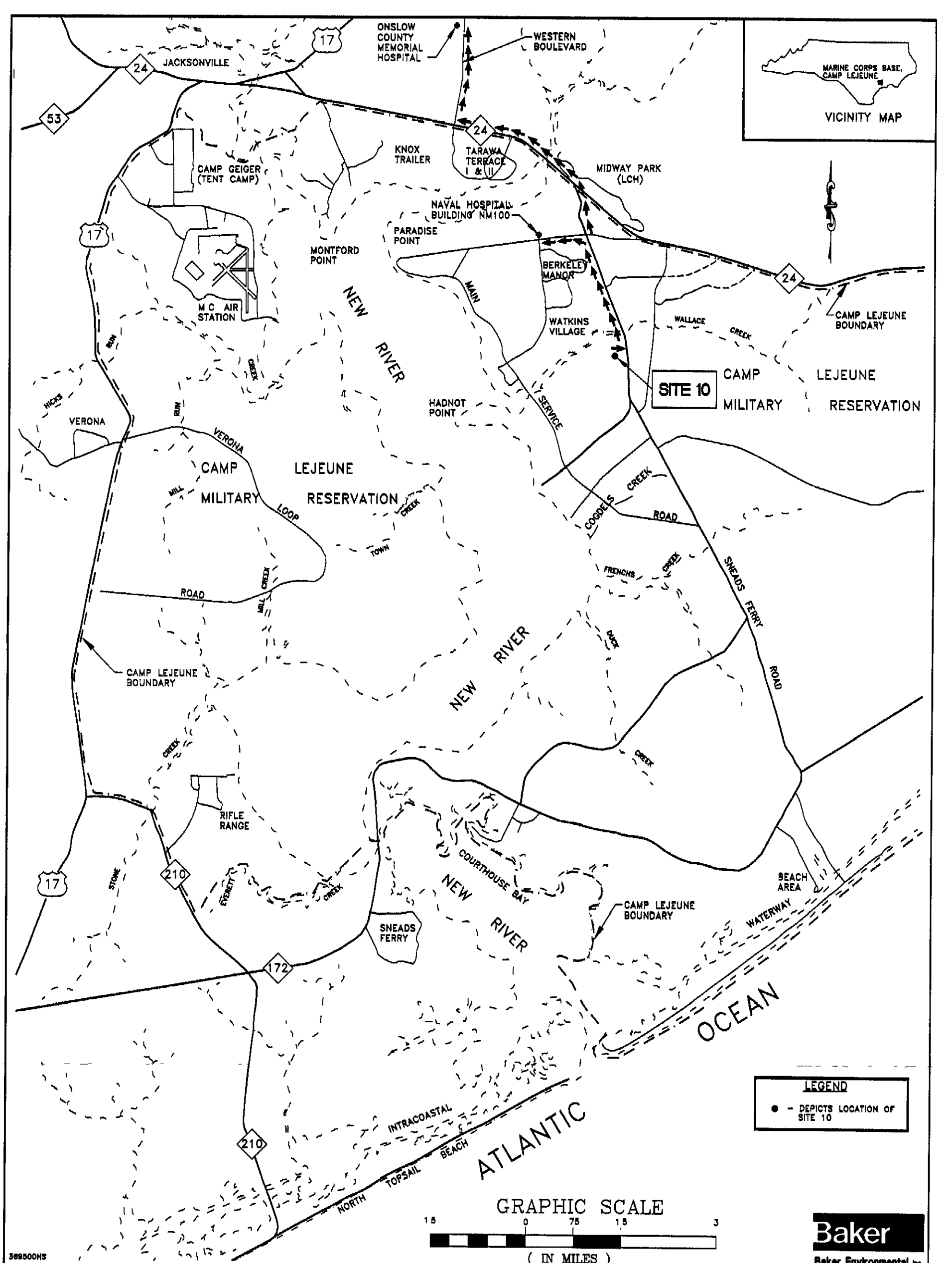


FIGURE 8-1
EMERGENCY HOSPITAL ROUTE MAP
SITE 10, ORIGINAL BASE LANDFILL
CTO - 0369

MARINE CORPS BASE, CAMP LEJEUNE
NORTH CAROLINA

01788E01Z

ATTACHMENT A
BAKER SOPS

ATTACHMENT A
BAKER ENVIRONMENTAL, INC.
SAFETY STANDARD OPERATING PROCEDURES

TABLE OF CONTENTS

- 1.0 Confined Space Entry Program*
- 2.0 Respiratory Protection Program
- 3.0 Care and Cleaning of Personal Protective Equipment
- 4.0 Bloodborne Pathogens
- 5.0 Heat Stress
- 6.0 Cold Stress
- 7.0 Safe Boat Operations*
- 8.0 Cutting and Welding

*Not Applicable



2.0 – RESPIRATORY PROTECTION PROGRAM

This Respiratory Protection Program presents the elements necessary for administering a successful program. Attached at the end of this program is a copy of the following Baker Environmental, Inc. (Baker) forms:

- Qualitative Respirator Fit Test Record
- Air-Supplying Respirator Inspection Form
- Air-Purifying Respirator Inspection Form

2.1 PURPOSE

The purpose of the Baker Respiratory Protection Program is to govern the selection and use of respiratory protection by Baker personnel. This program is also designed to meet requirements of the Occupational Safety and Health Administration (OSHA) standards 29 CFR 1910.134 and 1926.103, "Respiratory Protection."

2.2 SCOPE

This program applies to Baker SRN personnel including temporarily-assigned SRI and SII personnel who may be involved with potential respiratory hazards as part of their job duties. This program outlines the procedures to follow when respiratory equipment is required.

2.3 RESPONSIBILITY

Baker provides the necessary respiratory equipment to protect the safety and health of each Baker employee. The Baker SRN Project Health and Safety Officer (PHSO) and Project Manager are responsible for identifying the need for this Respiratory Protection Program at project sites. The Baker Site Health and Safety Officer (SHSO) and Site Manager are responsible for implementing and administering the Respiratory Protection Program in the field. Baker employees are to use and maintain the respiratory protection provided in accordance with training received and instructions outlined in this program.

2.4 HAZARD ASSESSMENT

The key elements of a respiratory protection program must start with an assessment of the inhalation and ingestion hazards present in the work area. Because Baker's services involve a variety of environmental and industrial hygiene studies, it is not practical to identify all possible hazards to which all employees could be exposed within the scope of this document. Therefore, it is essential that a task specific assessment be conducted prior to the initiation of any activities on a given project. This task specific assessment shall be part of the site-specific Health and Safety Plan (HASP).

After a task-specific assessment is completed and it is determined that there is a potential for airborne exposure concentrations to exceed the recommended limits, engineering and administrative controls should be implemented. If the exposure cannot be reduced, or it is not feasible to reduce the airborne exposure below the recommended limits, respirators will be selected by the PHSO and/or SHSO on the basis of:

- Toxicity
- Maximum expected concentration
- Oxygen levels
- Warning properties of the substance(s) involved
- Sorbent limitations
- Facepiece fit
- Mobility requirements
- Type of use (routine, escape, or emergency entry)
- Possibility of ingestion of toxic materials
- Respirator attributes

2.5 TRAINING

Each respirator wearer shall be given training, by a qualified individual, which will include explanations and discussions of:

- Opportunity to wear respiratory protection in an uncontaminated environment.
- Respirator fit testing (qualitative)
- The respiratory hazard(s) and what may occur if the respirator is not used properly.
- The reasons for selecting a particular type of respirator.
- The function, capabilities, and limitations of the selected respirator.
- The method of donning the respirator and checking its fit and operation.
- The proper wearing of the respirator.
- Respirator maintenance, repair, and cleaning.
- Recognizing and handling emergency situations.

Employees who have attended the 40-hour training in accordance with 29 CFR 1910.120 (HAZWOPER) will be provided with the basic information necessary to comply with the OSHA training requirements and will only need to attend a supplementary session provided by qualified Baker personnel. The annual HAZWOPER 8-hour refresher will serve to reinforce these issues on an annual basis. Records of the training and fit-testing will be maintained for a minimum of 30 years following termination of employment for each employee.

2.6 TYPES OF RESPIRATORS

Baker purchases and provides, as necessary, the following respirators:

- North half-face (Model 7700) and full-face (Model 7600) air-purifying respirators
- North positive pressure 30-minute Self-Contained Breathing Apparatus (SCBAs) (Model 800)
- North positive pressure supplied airline respirators with 5-minute escape air cylinders (Model 85500).
- MSA Ultra Twin full-face respirator (Model 480263)
- MSA Comfo II half-face respirator (Model 479529)

Only respiratory equipment certified by the appropriate approval agencies (e.g., NIOSH, MSHA) according to Title 30, Part II of the Code of Federal Regulations, will be distributed to Baker employees. All Baker employees who regularly perform tasks requiring respiratory protection will be issued their own half-face and/or full-face respirator, provided the employee can achieve a proper fit and is medically capable of wearing the equipment.

Because 30-minute SCBAs, positive pressure supplied airline respirators, and 5-minute escape air cylinders are used less frequently, this equipment will be distributed on an as-needed basis.

2.7 AIR QUALITY

Compressed air used for respiration shall be of high purity. Breathing air shall meet at least the requirements of the specification for Grade D Breathing Air (or higher) as described in Compressed Gas Association Commodity Specification G-7.1-1966. Breathing air may be supplied to respirators from cylinders; oxygen must never be used with air-line respirators.

Air cylinders shall be tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR Part 178). Air-line couplings shall be incompatible with outlets for other gas systems to prevent inadvertent servicing of air-line respirators with nonrespirable gases or oxygen.

Breathing gas containers (air cylinders) shall be marked in accordance with American National Standard Method of marking Portable Compressed Gas Containers to Identify the Material Contained, A48.1-1954; Federal Specification BB-A-1034a, June 21, 1968, Air, Compressed for Breathing Purposes; or Interim Federal Specification GG-B00675b, April 27, 1965, Breathing Apparatus, Self-Contained.

Breathing air, as supplied by air compressors, shall be of high purity and meet the requirements of the specification for Grade D Breathing air (or higher) as described in Compressed Gas Association Commodity Specification G-7.1-1966.

The compressor for supplying air shall be equipped with necessary safety and standby devices. A breathing air-type compressor shall be used. Compressors shall be constructed and situated so as to avoid entry of contaminated air into the system and suitable in-line air-purifying sorbent beds and filters installed to further assure breathing air quality. A receiver of sufficient capacity to enable the respirator wearer to escape from a contaminated atmosphere in the event of compressor failure, and alarms to indicate compressor failure and overheating shall be installed in the system. If an oil-lubricated compressor is used, it shall have a high-temperature or carbon monoxide alarm, or both. If only a high-temperature alarm is used, the air from the compressor shall be frequently tested for carbon monoxide to insure that it meets the specifications outlined above.

2.8 CLEANING AND MAINTENANCE

Respiratory equipment that is used on an as-needed basis shall be maintained by qualified personnel. This equipment shall be cleaned/sanitized, then rinsed and air-dried, after each use.

Respiratory equipment that has been issued to an employee shall be cleaned/sanitized then rinsed and air-dried by the wearer, (specified by OSHA in 29 CFR 1910.134) which ensures that it will be

maintained in clean and good operating condition. Inspections shall be conducted on a regular basis during usage and prior to each project requiring the potential usage of the equipment.

All respirators shall be stored in a plastic bag within a cool/dry location, in a manner that will protect them against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. They shall be stored to prevent distortion of rubber or other elastomer parts. Cartridges will not be stored while attached to an air-purifying respirator at anytime.

Parts replacement and repairs shall be performed only by appropriate personnel. Equipment requiring repairs shall be reported to appropriate Baker personnel. Examples of inspection forms are included at the end of this text.

2.9 INSPECTIONS

At the time of cleaning, and before and after each use, respirators will be inspected. Deteriorated components will be replaced before the respirator is placed back into service, or the respirator will be replaced. Repair components must be obtained from the manufacturer of the respirator to maintain the NIOSH certification. Emergency-use respirators and self-contained breathing apparatuses (SCBAs) will be inspected after each use or at a minimum, once a month. Sample inspection forms for both air-purifying respirators and air supplying respirators are attached. These forms are required to be completed each time a respirator is inspected. However, during field projects in which a field logbook is in use, personnel may enter the appropriate information into their field logbook as an alternative to the inspection form. A list of the items to be covered during an inspection are as follows:

- Air-Purifying Respirator (full or half-face)
 - ▶ Face Piece
 - Clean and sanitized?
 - Cracks, tears or holes absent?
 - Proper shape and flexibility retained?
 - Air-purifying element holders intact?
 - Stored properly, free from heat, dirt, and sunlight?
 - ▶ Headstraps or Headbands
 - Signs of wear or tears?
 - Buckles function properly?
 - ▶ Respirator Interior
 - Foreign material under valve seat?
 - Cracks or tears in valves/valve bodies?
 - Valve covers/bodies installed properly?
- Supplied Air Respirators
 - ▶ Cylinder undamaged?
 - ▶ Facepiece and hoses undamaged?
 - ▶ Connections undamaged?
 - ▶ Apparatus complete?
 - ▶ Facemask cleaned and sanitized?

- ▶ Hoses and connections cleaned?

Note: The date and the initials of the qualified individual performing the inspection must be entered into the field logbook.

2.10 FIT-TESTING

Each respirator wearer shall be provided with a respirator that can properly form a secure face-to-mask seal. Each wearer shall be fit-tested prior to issuance of the respirator using either an irritant smoke or odorous vapor, or other suitable test agent (see example of form at end of text). Retesting shall be performed, at a minimum, on an annual basis or if a different model respirator, other than the model the wearer was previously fit-tested for, is to be used. Air-purifying respirators fit-tested qualitatively will be assigned a protection factor of 10 (APF = 10). A copy of Baker's Fit-Test Form is attached.

Facial hair, which interferes with the normally effective face to mask seal, is prohibited. Each respirator wearer shall be required to check the seal of the respirator by negative and positive pressure checks prior to entering a harmful atmosphere.

2.11 MEDICAL SURVEILLANCE

Personnel who are or may be assigned to tasks requiring use of respirators shall participate in a medical surveillance program on an annual basis. The medical surveillance program shall include, but may not be limited to, a history of respiratory disease, work history, a physical exam, and spirometry conducted by the company's physician and at the expense of the company. These parameters are conducted prior to fit testing an employee on a negative pressure respirator. Test parameters included in Baker's medical surveillance program are in each site-specific HASP.

2.12 LIMITATIONS

Wearing any respirator, alone or in conjunction with other types of protective equipment, will impose some physiological stress on the wearer. Therefore, selection of respiratory protective devices will be based on the breathing resistance, weight of the respirator, the type and amount of protection needed as well as the individual's tolerance of the given device. Additional concerns regarding the limitations of different types of PPE and the monitoring requirements for heat stress/strain will be addressed in the "Heat Stress" SOP.

2.13 SUBCONTRACTOR REQUIREMENTS

In compliance with Baker's respiratory protection program, all subcontractors under the direction of Baker personnel will be expected to comply with pertinent sections of OSHA Standards 1910.134 and 1926.103. Additionally, the subcontractor will be required to:

- Provide documentation that their employees have been fit-tested on the air-purifying respirator the employee is expected to use.
- Provide documentation that their employees have been medically certified to wear a respirator.



3.0 - CARE AND CLEANING OF PERSONAL PROTECTIVE EQUIPMENT

3.1 INTRODUCTION

The following procedures cover the care and cleaning of Levels D, D+, C, and B personal protective equipment (PPE). Note: These are general procedures that apply to most situations and are not all inclusive. Procedures are subject to change at the direction of the Site Health and Safety Officer (SHSO).

3.2 INSPECTION

Proper inspection of personal protective equipment (PPE) features several sequences of inspection depending on articles of PPE and its frequency of use as follows:

- Inspection and operational testing of PPE received from the factory or distributor.
- Inspection of PPE as it is issued to workers.
- Inspection after use or training, and prior to maintenance.
- Periodic inspection of stored equipment.
- Periodic inspection when a question arises concerning the appropriateness of the selected equipment, or when problems with similar equipment arise.

The primary inspection of PPE in use for activities at the site will occur prior to immediate use, will be conducted by the user to ensure that the specific device or article has been checked out by the user, and that the user is familiar with its use.

3.2.1 Chemical Resistant Suit (Levels D+ through B)

- Determine if suit is the one specified in the Site Health and Safety Plan (HASP)
- Before donning, inspect suit for holes or tears; check to see that zippers are operable and look for signs of suit degradation.
- When wearing, avoid contact with contaminated material where possible; be aware of sharp objects that can tear suit; periodically look over suit to check for major rips or tears.
- While decontaminating, remove gross excess of material from suit; remove suit so that material does not contact inner suit; place clothing in properly labeled disposal containers.

3.2.2 Inner/Outer Gloves (Levels D+ through B)

- Determine if gloves meet the specifications in the site HASP.
- Look for rips, tears, or degradation of material. Replace as necessary or at the direction of the SHSO.

3.2.3 Chemically Resistant Boots (Levels D+ through B)

- Determine if boots meet the specifications in the site HASP.
- Nondisposable boots are to be examined on a daily basis before and after use. Disposable boots should be examined prior to donning and while in use, and disposed according to site procedures.

3.2.4 Safety (Steel Toe and/or Shank) Boots (Levels D through B)

- Examine daily for gouges, open seams, etc., anything that would lessen the integrity of the boot. Replace as boot becomes worn.

3.2.5 Hard Hats (Levels D through B)

- Should be visually inspected before donning for fit, cracks, and overall condition.

3.2.6 Safety Glasses/Goggles (Levels D through C)

- Should be visually inspected before donning for cracks, deteriorated parts, and overall condition. Replace as necessary.

3.2.7 Respirators (Levels D+ through B)

- Procedures for care of respiratory protective equipment are covered in Baker's SOP for Respiratory Protection.

3.2.8 Hearing Protection (Levels D through B)

- Disposable – Replace daily, or as material becomes worn or dirty.
- Reusable – Inspect before use, clean regularly, replace parts as necessary.

3.3 EQUIPMENT CLEANING

General procedures for cleaning of equipment are listed below. Site-specific concerns will be addressed by the SHSO prior to and during site activities. Cleaning of respiratory equipment is covered under the "Respiratory Protection Program" SOP.

3.3.1 Gross Physical Removal

Remove large amounts of contaminated soil or sediment by scraping off with a tongue depressor or other suitable instrument, then wipe off using a disposable wipe/paper towel.

3.3.2 Physical/Chemical Removal

Remove residual contamination with a soft-bristled, long-handled brush or equivalent using a nonphosphate detergent solution.

3.3.3 Rinsing/Dilution

The detergent solution and residual contaminants will be rinsed with distilled/tap water using a pressurized sprayer, a tub filled with clean wash water, or equivalent.

3.4 EQUIPMENT STORAGE

Storage of PPE is an important aspect to the daily care and cleaning therefore, the following considerations should be observed:

- Different types of PPE shall be stored in a clean and dry environment, free from elements that could damage PPE.
- PPE shall be stored and labeled so that site personnel can readily select the specified PPE.
- Contaminated, nondisposable PPE shall be decontaminated before returning to the storage area.
- Contaminated, disposable PPE shall not be returned to the storage trailer, but disposed according to the provisions identified in the Site Work Plans.



4.0 – BLOODBORNE PATHOGENS (Safe Handling of First Aid Incidents)

4.1 PURPOSE

The purpose of the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, Title 29 CFR Part 1910.1030, is to protect workers from bloodborne pathogens such as the (HIV) and (HBV) by reducing or eliminating workers' exposure to blood and other potentially infectious materials. Although HIV and HBV are specifically mentioned by OSHA, the standard includes any bloodborne pathogen, such as Hepatitis C, malaria, and syphilis. The standard requires the employer to develop a written exposure control plan that will reduce or eliminate employee exposure, thus reducing their risk of infection.

The purpose of the Baker Environmental (Baker) exposure control plan is to minimize the possibility of transmission of bloodborne pathogens in the workplace by establishing procedures for the safe handling of first aid incidents that may expose personnel to blood or other potentially infectious materials.

4.2 SCOPE

All Baker SRN personnel who may be exposed to blood or other potentially infectious materials as part of their job duties (e.g., those certified in Standard First Aid) are required to follow the guidelines set forth in this SOP. The exposure control plan shall be reviewed and updated at least annually, to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.

4.3 RESPONSIBILITY

The Baker Project Health and Safety Office (PHSO) and Project Manager are responsible for providing support and administering this exposure control plan as necessary, from the corporate office. The Baker Site Health and Safety Officer and Site Manager are responsible for implementing this exposure control plan at project sites for their employees.

4.4 DEFINITIONS

Bloodborne Pathogens – Pathogenic microorganisms that may be present in human blood, having the potential to cause disease in humans. Two examples of bloodborne pathogens include, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Contaminated – Means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Decontamination – Physically or chemically removing, inactivating, or destroying bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles, so that the surface or item is rendered safe for handling, use, or disposal.

Exposure Incident – A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

Occupational Exposure – Reasonably anticipated skin, eye, mouth, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials – Includes the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unfixed tissue or organ (other than intact skin) from a human; and HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral – Piercing of the mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

Regulated Waste – OSHA defines a regulated waste as a liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid state if compressed; items caked with dried blood or other potentially infectious materials that are capable of release of these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

4.5 PROCEDURES FOR EXPOSURE TO BLOODBORNE PATHOGENS

The sections below will discuss the means by which Baker personnel can determine exposure potential, modes of transmission, methods of compliance, medical monitoring, and post exposure procedures.

4.5.1 Exposure Determination

The exposure determination is based upon the job classifications with occupational exposure potential, and the activities in which these exposures can occur, as follows.

Job Classifications

- Site Manager/Site Safety and Health Officer
- Environmental Scientists
- Geologists
- Other Baker Field Personnel

Exposure Activities

- Response to first aid incidents involving site personnel
- Decontamination of personnel, personal protective equipment, work surfaces, and equipment potentially exposed to blood or other potentially infectious materials

4.5.2 Modes of Virus Transmission in the Workplace

Modes of virus transmission are similar for the viruses of concern. Primarily, virus transmission occurs as the result of direct blood contact from percutaneous inoculation, contact with an open wound, non-intact skin (e.g. chapped, abraded, or dermatitis), or mucous membranes to blood, blood-contaminated body fluids, or concentrated virus. Protective measures for workers will focus on preventing exposure to blood and other body fluids that can result from an injury or sudden illness.

4.5.3 Methods of Compliance

4.5.3.1 Universal Precautions

The unpredictable and emergent nature of exposures likely to be encountered on a site may make differentiation between hazardous body fluids and those that are not hazardous very difficult. Thus, all employees will observe "Universal Precautions" to prevent contact with blood or other potentially infectious materials. These "Universal Precautions" stress that all blood or other potentially infectious materials will be treated as if they are known to be infectious.

The universal precautions will include:

- (1) Cover the skin, especially open cuts, scrapes, skin rashes, or other broken skin.
- (2) Don't touch objects that could be contaminated, such as blood-covered surfaces, clothing or linens.
- (3) Cover mucous membranes (i.e., mouth, nose, and eyes).
- (4) Prevent direct contact with sharps, such as needles, scalpels, or broken glass that could pierce or puncture your skin.
- (5) Clean and decontaminate surfaces, containers, and equipment that may have been exposed to blood or other body fluids.

4.5.3.2 Standard Work Practices

Standard work practices are to be implemented at all times by all employees who may be exposed to blood or other potentially infectious materials. Work practices are defined as specific policies or procedures whose purpose is to reduce the potential for employee exposure to bloodborne pathogens. Work practices for use by site personnel are described in the balance of this section.

Personal Hygiene

All exposed employees will observe the following hygienic practices:

- During or immediately after exposure to blood or other potentially infectious materials; do not eat, drink, chew gum, chew tobacco, smoke, apply cosmetics, balms or medications, or any other activity that increases the potential for hand-to-mouth, mucous membrane, or skin contact.
- Following exposure to blood or other potentially infectious materials, personnel will wash their hands and any other exposed skin with a disinfectant soap and water after removal of chemical-protective gloves or other personal protective equipment (PPE). This will be performed before eating, urinating, defecating, applying make-up, smoking or undertaking any activity that may result in increased potential for hand to mouth, mucous membrane, or skin contact.

Personal Protective Equipment

The basic premise for wearing the appropriate PPE is that site personnel must be protected from exposure to blood and other potentially infectious materials. Appropriate PPE is available to all site personnel.

Responders to a medical emergencies will have access to the appropriate PPE. The PPE will be present in the site trailer and field vehicles. The PPE should be used in accordance with the level of exposure encountered. Minor lacerations or small amounts of blood do not merit the same extent of PPE use as required for massive arterial bleeding. Management of the patient who is not bleeding, and has no bloody body fluids, should not routinely require the use of PPE.

The following PPE will be present in each Baker Field Vehicle and/or the Baker Site Trailer.

1. Disposable chemical-protective gloves (i.e, nitrile or latex)
 2. Resuscitation equipment*
 3. Safety glasses, goggles, or faceshields
 4. Tyvek® coveralls
- * Resuscitation Equipment – Because the risk of salivary transmission of infectious disease during artificial ventilation of trauma victims, pocket mouth-to-mouth resuscitation masks will be present in the first aid kits. The pocket mouth-to-mouth resuscitation masks are designed to isolate response personnel from contact with the victims' blood and blood-contaminated saliva, respiratory secretions, and vomitus.

Decontamination procedures will follow those outlined in each site HASP.

Handling Regulated Wastes

With the exception of contaminated sharps, all other regulated wastes must be placed in closable, color-coded, labeled containers that prevent leakage of fluids. All applicable federal and state regulations must be followed for transporting and disposing of the wastes.

Training and Education

All employees with the potential for occupational exposure will receive initial training on the safe handling of first aid incidents during first aid/CPR Instruction, and subsequently during HASP briefings. See Appendix A for the suggested Bloodborne Pathogens Training Outline.

4.5.4 Medical Monitoring

All Baker personnel will follow the guidelines established by Baker's Board Certified Occupational Health Physician in association with EMR, Inc.

4.5.5 Post-Exposure Procedures and Follow-Up management

The following subsections presents the procedures to follow when a first aid incident occurs involving the presence of blood or other potentially infectious material; specific steps need to be taken to safeguard the health of Baker site personnel.

4.5.5.1 First Aid Incident Report

If there is a reasonable cause to believe that a potential exposure to blood or other potentially infectious materials has been experienced, the employee must complete the steps listed below. These steps are required when non-HBV vaccinated first aid responders participate and regardless of whether an actual "exposure incident" occurred.

1. Immediately notify the SHSO. The SHSO will determine whether an "exposure incident" occurred.
2. Wash area of contamination and remove contaminated clothing to ensure that no further contamination will occur.
3. All parties involved will complete the Supervisors Incident Report Form and the incident will be reported to Baker's Human Resources office.

Baker employees who render first aid where blood or other potentially infectious materials are present must be seen by a designated EMR physician within 24 hours of the incident. The employee must take a copy of the Supervisors Incident Report Form and a copy of OSHA Standard 1910.1030 to the physician.

Employees who respond to first aid incidents involving the presence of blood or other potentially infectious materials where the determination was made that an "exposure incident" occurred, have 90 days following baseline blood level collection to decide if they wish to have their blood tested for HIV.

The confidential medical evaluation and follow-up will include:

1. The circumstances of the exposure.
2. If consent has been obtained testing of the source individual's blood in order to determine HIV and/or HBV infectivity. If consent is not obtained this will be documented in writing.
3. If consent has been obtained, the exposed employee's blood will be tested.

The occupational health physician will provide the employer with a confidential written opinion that includes verification that the employee has been informed of the results of the evaluation and also includes a recommendation for further evaluation or treatment. A copy of this written opinion will be provided within 15 days following the medical evaluation.

4.5.5.2 "Good Samaritan" Behavior

The OSHA standard does not cover "good samaritan" behavior. However, employees who provide first aid as "good samaritans" should receive the same post incident evaluation either through an EMR designated physician or their personal physician.

4.6 REFERENCES

OSHA Title 29 CFR Part 1910.1030

U.S. Department of Labor, U.S. Department of Health and Human Services. Joint Advisory Notice: protection against occupational exposure to Hepatitis B virus and human immunodeficiency virus. Federal Register 1987; 52:41818-24.

Centers for Disease Control. Update on hepatitis B prevention. MMWR 1987; 36:353-360,366.

Centers for Disease Control. Update: Acquired immunodeficiency syndrome and human immunodeficiency virus infection among health-care workers. MMWR 1988; 37:229-34, 239.

OSHA Instruction CPL 2-2.44, February 13, 1992, Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogens Standard.

Appendix A

SUGGESTED BLOODBORNE PATHOGENS TRAINING OUTLINE

I. Introduction

- A. Purpose of the training program
- B. Overview: Bloodborne Pathogen Standard 29 CFR 1910.1030
 - 1. Applicability to Site Personnel
 - 2. General requirements
 - 3. Overview of Baker exposure control plan

II. Bloodborne Diseases

- A. Types
- B. Modes of Transmission

III. Baker Exposure Control Plan

- A. Purpose
- B. Plan availability
- C. Bloodborne pathogen hazard recognition steps
 - 1. Concept of universal precautions
 - 2. Blood and other potentially infectious materials
- D. Potential exposure minimization
 - 1. Work practices
 - 2. Personal protective equipment
 - 3. Hygienic practices
- E. Procedures for decontamination
 - 1. Personnel
 - 2. Personal protective equipment (PPE)
 - a. Tasks and procedures requiring PPE
 - b. Location of PPE
 - c. Disposal of PPE
 - 3. Equipment
 - 4. Work surfaces
- F. Medical monitoring
 - 1. Baker medical monitoring program
 - 2. Post exposure evaluation procedures
 - a. First aid incident report
 - b. HBV and non-HBV vaccinated responders
 - c. Exposure incidents (defined)
 - e. Confidential medical evaluation
- G. Emergency Preparedness
 - 1. First aid kits
 - 2. Personal injury

5.1 INTRODUCTION

Heat stress in the hazardous waste industry usually is a result of protective clothing decreasing natural body ventilation, although it may occur at any time work is being performed at elevated temperatures. If the body's physiological processes fail to maintain a normal body temperature because of excessive heat, a number of physiological reactions can occur, ranging from mild (such as fatigue, irritability, anxiety, and decreased concentration, dexterity, or movement) to fatal.

5.2 CAUSES AND SYMPTOMS

The following heat stress causes and symptoms are provided for buddy monitoring purposes. Site personnel must realize that monitoring the physical condition of fellow personnel in Levels D+ through B protective ensembles will be more difficult.

1. *Heat rash* results from continuous exposure to heat or humid air and chafing clothes. The condition decreases the ability to tolerate heat. Symptoms include a mild red rash.
2. *Heat cramps* are caused by heavy sweating and inadequate fluid intake. Symptoms include muscle spasms and pain in the hands, feet, and abdomen.
3. *Heat exhaustion* occurs when body organs attempt to keep the body cool, due to inadequate fluid intake and personnel not acclimated to the environment. Symptoms include pale, cool, moist skin; heavy sweating; dizziness, headaches, and vomiting.
4. *Heat stroke* is the most serious form of heat stress. It is a **MEDICAL EMERGENCY**. Symptoms are red, hot, dry skin; lack of perspiration; nausea; dizziness and confusion; strong, rapid pulse rate; and coma.

The need to seek medical attention and the urgency in seeking medical attention depends on the symptoms and the severity of the symptoms displayed by the affected individual. If *heat stroke* is noted or suspected, medical attention must be sought **IMMEDIATELY**. Efforts should be taken to cool the body to prevent serious injury or death.

5.3 PREVENTION

Because heat stress is one of the most common and potentially serious illnesses at hazardous waste sites, regular monitoring and other preventive measures are vital. Site workers must learn to recognize and treat the various forms of heat stress. The best approach is preventive heat stress management. In general:

- Monitor for signs of heat stress.

- Fluid intake should be increased during rest schedules to prevent dehydration. Drinking cool water (maintained at 50 to 60°F) is satisfactory when light sweating occurs and temperatures are moderate to cool; however, diluted electrolyte solutions (i.e., Gatorade, Sqwincher, or equivalent) must be used in addition to water under one or all of the following conditions: continued or heavy sweating, moderate to high ambient temperatures, or heavy work loads. The intake of coffee during working hours is discouraged.
- Acclimate workers to site work conditions by slowly increasing workloads (i.e., do not begin site work activities with extremely demanding activities).
- Use cooling devices to aid natural body ventilation. These devices, however, add weight and their use should be balanced against worker efficiency. An example of a cooling aid is a cooling vest that can be worn under clothing, but not against the skin.
- In extremely hot weather, conduct field activities in the early morning and evening.
- Ensure that adequate shelter is available to protect personnel against heat that can decrease physical efficiency and increase the threat of heat stress. If possible, set up the command post in a shaded area, and encourage breaks in shaded areas.
- In hot weather, rotate shifts of workers wearing impervious clothing.
- Good hygienic standards must be maintained by frequent changes of clothing and showering. Clothing should be permitted to dry during rest periods. Persons who notice skin problems should immediately consult the SHSO.

5.4 MONITORING

Provisions for monitoring for heat stress will be determined by the SHSO and performed as outlined below. Because the incidence of heat stress depends on a variety of factors, all workers, even those not wearing protective equipment, should be monitored.

5.4.1 Monitoring for Permeable Clothing

For workers wearing permeable clothing (e.g., standard cotton or synthetic work clothes), follow recommendations for monitoring requirements and suggested work/rest schedules in the current American Conference of Governmental Industrial Hygienists' (ACGIH) Threshold Limit Values for Heat Stress. If the actual clothing work differs from the ACGIH standard ensemble in insulation value and/or wind and vapor permeability, change the monitoring requirements and work/rest schedules accordingly.

The guidelines to follow for workers above as determined by the SHSO are as follows:

1. Increased awareness of heat stress symptoms and buddy monitoring.
2. Fluid intake discipline.

3. Self monitoring of urine output quantities to prevent dehydration.
4. Attention to work-rest intervals.
5. Calculate the Heat Exposure Threshold Limit Value (TLV) for work-rest intervals using the following steps:
 - a. Determine the Wet Bulb Globe Temperature (WBGT) Index using the Quest® Heat Stress Monitor.
 - b. Estimate the work load using the following guidelines:
 - (1) Light work = sitting or standing to control machines, performing light hand or arm work.
 - (2) Moderate work = walking about with moderated lifting and pushing.
 - (3) Heavy work = pick and shovel work.
 - c. Evaluate the calculations against the following Heat Exposure TLVs* in °C or (°F).

Work - Rest Regimen	Work Load		
	Light	Moderate	Heavy
Continuous work	30.0 (86)	26.7 (80)	25.0 (77)
75% work - 25% rest, each hour	30.6 (87)	28.0 (82)	25.9 (78)
50% work - 50% rest, each hour	31.4 (89)	29.4 (85)	27.9 (82)
25% work - 75% rest, each hour	32.2 (90)	31.1 (88)	30.0 (86)

Special Considerations

- Acclimatization - After approximately one to two weeks, workers should be acclimated to their environment.
- Fitness - Physically fit workers will adjust more readily to a change in environment.
- Medication - Some medications can predispose individuals to heat-induced illnesses.

5.4.2 Semipermeable/Impermeable Clothing Monitoring

For workers wearing semipermeable or impermeable clothing encapsulating ensembles, the ACGIH standard cannot be used. For these situations, workers should be monitored when the temperature in the work area is above 70°F (21°C).

To monitor the worker, use one or more of the following methods:

- Heart rate. Count the radial pulse during a 30-second period as early as possible in the rest period.
 - ▶ If the heart rate exceeds 110 beats per minute at the beginning of the rest period, shorten the next work cycle by one-third and keep the rest period the same.
 - ▶ If the heart rate still exceeds 110 beats per minute at the next rest period, shorten the following work cycle by one-third.
- Oral temperature. Use a clinical thermometer (3 minutes under the tongue) or similar device to measure the oral temperature at the end of the work period (before drinking).
 - ▶ If oral temperature exceeds 99.6°F (37.6°C), shorten the next work cycle by one-third without changing the rest period.
 - ▶ If oral temperatures still exceeds 99.6°F (37.6°C) at the beginning of the next rest period, shorten the following work cycle by one-third.
 - ▶ Do not permit a worker to wear a semipermeable or impermeable garment when his/her oral temperature exceeds 100.6°F (38.1°C).
- Body water loss. Measure weight on a scale accurate to ±0.25 pound at the beginning and end of each work day to see if enough fluids are being taken to prevent dehydration. Weights should be taken while the employee wears similar clothing or preferably in underwear only. The body water loss should not exceed 1.5 percent total body weight loss in a work day.

Initially, the frequency of physiological monitoring depends on the air temperature adjusted for solar radiation and the level of physical work. The length of work cycle will be governed by the frequency of the required physiological monitoring.

5.5 CARING FOR HEAT-RELATED ILLNESS

To care for heat-related illness provide the following:

- Remove victim from heat.
- Loosen tight clothing.

- Apply cool, wet cloths to the skin.
- Fan the victim.
- If victim is conscious, give cool water to drink.
- Call for an ambulance or transport to hospital if heat stroke is suspected, victim refuses water, vomits, or starts to lose consciousness.

6.0 – COLD STRESS

6.1 INTRODUCTION

The potential exists for either frostbite or hypothermia to occur when conducting work activities in an environment where air temperatures may fall below freezing or where wind-chill factors lower air temperatures below freezing. A brief description of the exposure symptoms (for both hypothermia and frostbite) and methods of prevention are listed in the sections below:

6.2 CAUSES AND SYMPTOMS

The following cold stress causes and symptoms are provided for buddy monitoring purposes. Site personnel must realize that monitoring the physical condition of fellow personnel in Levels D+ through B protective ensembles will be more difficult.

6.2.1 Frostbite

Frostbite is a condition in which there is a freezing or partial freezing of some part of the body. Individuals previously exposed to frostbite are more susceptible to contracting it again. Vasoconstrictors, which include tobacco products, constrict blood vessels, and can accelerate frostbite. The three stages of frostbite include: (1) frostnip- the beginnings of frostbite whereby the skin begins to turn white; (2) superficial - similar to frostnip except the skin begins to turn numb; and (3) deep - the affected area is frozen to the bone, cold, numb, and very hard.

DO NOT:

- Rub the frostbitten part.
- Use ice, snow, gasoline, or anything cold on the frostbitten area.
- Use heat lamps or hot water bottles to rewarm the frostbitten area.
- Place the frostbitten area near a hot stove.

6.2.2 Hypothermia

Hypothermia is a condition in which the body loses heat faster than it is produced. At a body temperature of 95°F, an average man is considered to be hypothermia. Vasodilators, which include alcohol and drugs, allow the body to lose heat faster which can accelerate hypothermia. The five stages of hypothermia include:

- (1) shivering
- (2) apathy, listlessness, or sleepiness
- (3) unconsciousness, glassy stare, slow pulse or slow respiratory rate
- (4) freezing of the extremities
- (5) death

The need to seek medical attention and the urgency in seeking medical attention depends on the symptoms and the severity of the symptoms displayed by the affected individual. If the latent

conditions of hypothermia or frostbite are noted or suspected, medical attention must be sought IMMEDIATELY to prevent permanent injury or death.

6.3 PREVENTION

To prevent conditions from occurring have personnel:

- Dress in a *minimum of three layers*:
 - (1) a skin layer to absorb moisture and keep skin dry
 - (2) an insulating layer
 - (3) an outer layer of nylon/wind-breaking material or chemical-protective layer
- Avoid touching cold surfaces (especially metal) with bare skin, minimize exposed skin surfaces.
- Keep active, use warm and dry shelter areas during rest cycles; use wind breaks whenever possible.
- Maintain body fluids by consuming warm, sweet, caffeine-free, non-alcoholic drinks.
- Avoid alcohol and medications that interfere with normal body regulation or reduces tolerance to cold.

6.4 CARING FOR COLD-RELATED ILLNESS

The following lists the general guidelines to care for cold-related injuries:

- Start by treating any life-threatening problems.
- Call the local emergency number for help or transport the victim to the nearest hospital.
- Move the victim to a warm place, if possible.
- Remove any wet clothing and dry the victim.
- Warm the victim slowly by wrapping in blankets or putting on dry clothing.

6.5 MONITORING

In cold weather, monitor the outdoor temperature and wind speed to determine wind chill conditions, with work periods adjusted accordingly. The following table details the wind chill effects and relative danger of combined cold and wind conditions. It is important to note that the wearing of PPE in cold environments may introduce the possibility of heat stress; therefore, symptoms of heat stress should also be considered during monitoring.

APPENDIX A
GEOPROBE SYSTEMS® SOP

GEOPROBE AT-660 SERIES LARGE BORE SOIL SAMPLER

Standard Operating Procedure (SOP)

Technical Bulletin No. 93-660

PREPARED: 9/21/1993

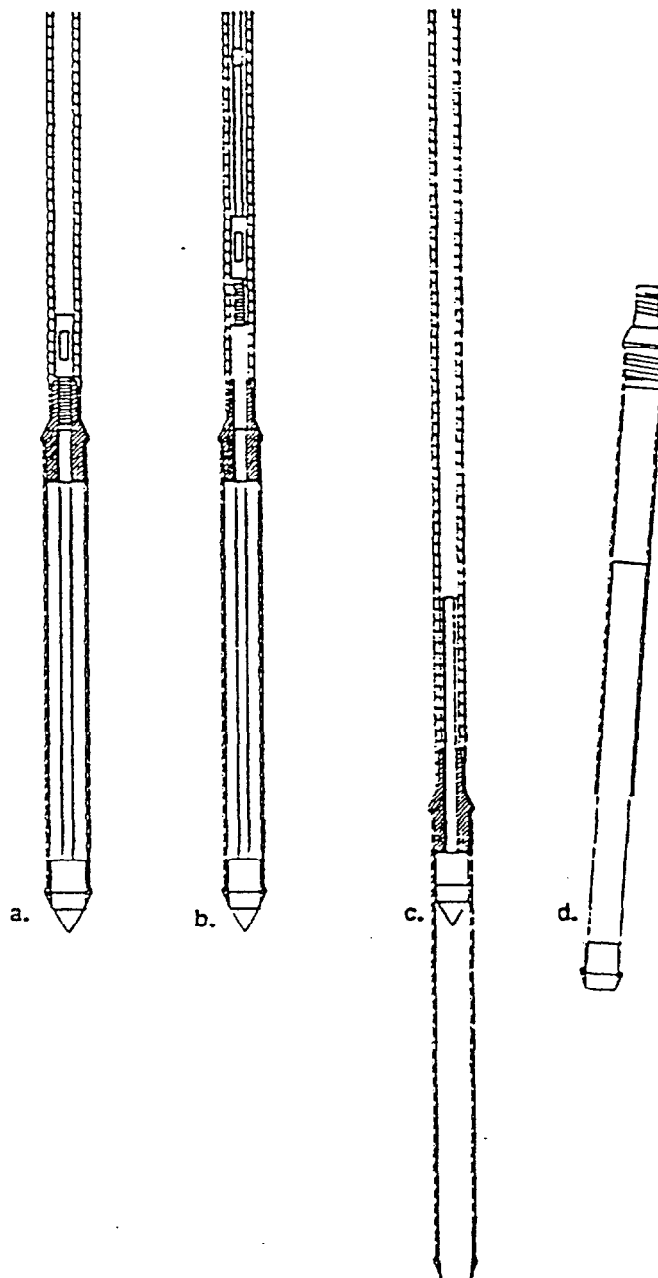


Figure 1. Driving and Sampling with the Large Bore Soil Sampler.

- a. Driving the Sealed Sampler
- b. Removing the Stop-pin
- c. Collecting a Sample
- d. Recovering Sample in Liner

1.0 OBJECTIVE

The objective of this procedure is to collect a discrete soil sample at depth and recover it for visual inspection and/or chemical analysis.

2.0 BACKGROUND

2.1 Definitions

Geoprobe*: A vehicle-mounted, hydraulically-powered, soil probing machine that utilizes static force and percussion to advance small diameter sampling tools into the subsurface for collecting soil core, soil gas, or ground water samples.

**(Geoprobe is a registered trademark of Kejr Engineering, Inc., Salina, Kansas.)*

Large Bore Sampler: A 24-inch long x 1-3/8-inch diameter piston-type soil sampler capable of recovering a discrete sample that measures up to 320 ml in volume, in the form of a 22-inch x 1-1/16-inch core contained inside a removable liner.

Liner: A 24-inch long x 1-1/8-inch diameter removable/replaceable, thin-walled tube inserted inside the Large Bore Sampler body for the purpose of containing and storing soil samples. Liner materials include brass, stainless steel, Teflon, and clear plastic (either PETG or cellulose acetate butyrate).

2.2 Discussion

In this procedure, the assembled Large Bore Sampler is connected to the leading end of a Geoprobe brand probe rod and driven into the subsurface using a Geoprobe machine. Additional probe rods are connected in succession to advance the sampler to depth. The sampler remains sealed (closed) by a piston tip as it is being driven. The piston is held in place by a reverse-threaded stop-pin at the trailing end of the sampler. When the sampler tip has reached the top of the desired sampling interval, a series of extension rods, sufficient to reach depth, are coupled together and lowered down the inside diameter of the probe rods. The extension rods are then rotated clock-wise (using a handle). The male threads on the leading end of the extension rods engage the female threads on the top end of the stop-pin, and the pin is removed. After the extension rods and stop-pin have been removed, the tool string is advanced an additional 24 inches. The piston is displaced inside the sampler body by the soil as the sample is cut. To recover the sample, the sampler is recovered from the hole and the liner containing the soil sample is removed. The operation is illustrated in Figure 1.

3.0 REQUIRED EQUIPMENT

The following equipment is required to recover soil core samples using the Geoprobe Large Bore Sampler and driving system. (Figure 2.) Note that the sample liners for the Large Bore Sampler are available in four different materials. Liner materials should be selected based on sampling purpose, analytical parameters, and data quality objectives.

Large Bore Sampler Parts	Quantity	Part Number
STD Piston Stop-pin, O-ring	1	AT-63, 63 R
LB Cutting Shoe	1	AT-660
LB Drive Head	1	AT-661
LB Sample Tube	1	AT-662
LB Piston Tip	1	AT-663
LB Piston Rod	1	AT-664
LB Clear Plastic Liner	variable	AT-665
LB Brass Liner	variable	AT-666
LB Stainless Steel Liner	variable	AT-667
LB Teflon* Liner	variable	AT-668
LB Cutting Shoe Wrench	1	AT-669
Vinyl End Caps	variable	AT-641
Teflon* Tape	variable	AT-640 T

**(Teflon is a Registered Trademark of E.I. du Pont de Nemours & Co.)*

Geoprobe Tools	Quantity	Part Number
Probe Rod (3 foot)	variable	AT-10 B
Probe Rod (2 foot)	1	AT-10 B
Probe Rod (1 foot)	1	AT-10 B
Drive Cap	1	AT-11 B
Pull Cap	1	AT-12 B
Extension Rod	variable	AT-67
Extension Rod Coupler	variable	AT-68
Extension Rod Handle	1	AT-69

Optional

LB Manual Extruder	1	AT-659 K
Extension Rod Jig	1	GW-469
LB Pre-Probe	1	AT-146B

Additional Tools

Vise Grips
Open Ended Wrench (3/8-inch)
1-inch or Adjustable Wrench

4.0 OPERATION

4.1 Decontamination

Before and after each use, thoroughly clean all parts of the soil sampling system according to project specific requirements. A clean, new liner is recommended for each use. Parts should also be inspected for wear or damage at this time.

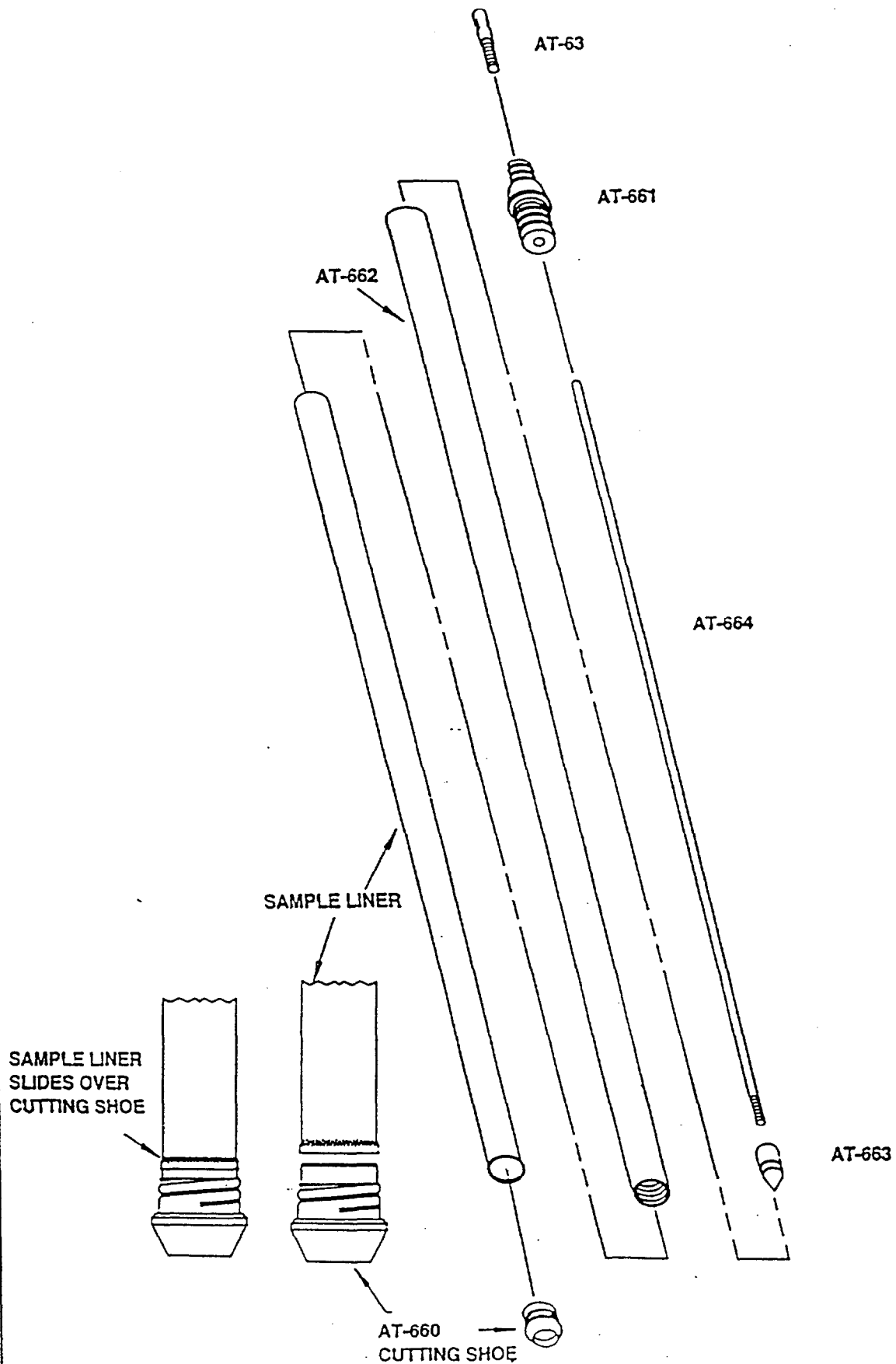


Figure 2. Large Bore Sampler Parts

4.2 Assembly

1. Install a new AT-63R O-ring into the O-ring groove on the AT-63 Stop-pin.
2. Seat the pre-flared end of the LB Liner (AT-665, -666, -667, or -668) over the interior end of the AT-660 Cutting Shoe. (Figure 3.) It should fit snugly.
3. Insert the liner into either end of the AT-662 Sample Tube and screw the cutting shoe and liner into place. If excessive resistance is encountered during this task, it may be necessary to use the AT-669 LB Shoe Wrench. Place the wrench on the ground and position the sampler assembly with the shoe end down so that the recessed notch on the cutting shoe aligns with the pin in the socket of the wrench. (Figure 4.) Push down on the sample tube while turning it, until the cutting shoe is threaded tightly into place.
4. Screw the AT-664 Piston Rod into the AT-663 Piston Tip. Insert the piston tip and rod into the sample tube from the end opposite the cutting shoe. Push and rotate the rod until the tip is seated completely into the cutting shoe.
5. Screw the AT-661 Drive Head onto the top end of the sample tube, aligning the piston rod through the center bore.
6. Screw the reverse-threaded AT-63 Stop-pin into the top of the drive head and turn it counter-clockwise with a 3/8-inch wrench until tight. Hold the drive head in place with a 1-inch or adjustable wrench while completing this task to assure that the drive head stays completely seated. The assembly is now complete.

4.3 Pilot Hole

A pilot hole is appropriate when the surface to be penetrated contains gravel, asphalt, hard sands, or rubble. Pre-probing can prevent unnecessary wear on the sampling tools. A Large Bore Pre-Probe (AT-146B) may be used for this purpose. The pilot hole should be made only to a depth above the sampling interval. Where surface pavements are present, a hole may be drilled with the Geoprobe using a Drill Steel (AT-32, -33, -34, or -35, depending upon the thickness of the pavement), tipped with a 1.5-inch diameter Carbide Drill Bit (AT-36) prior to probing. For pavements in excess of 6 inches, the use of compressed air to remove cuttings is recommended.

4.4 Driving

1. Attach an AT-106B 1-foot Probe Rod to the assembled sampler and an AT-11B Drive Cap to the probe rod. Position the assembly for driving into the subsurface.
2. Drive the assembly into the subsurface until the drive head of the LB sample tube is just above the ground surface.
3. Remove the drive cap and the 1-foot probe rod. Secure the drive head with a 1-inch or adjustable wrench and re-tighten the stop-pin with a 3/8-inch wrench. (Figure 5.)

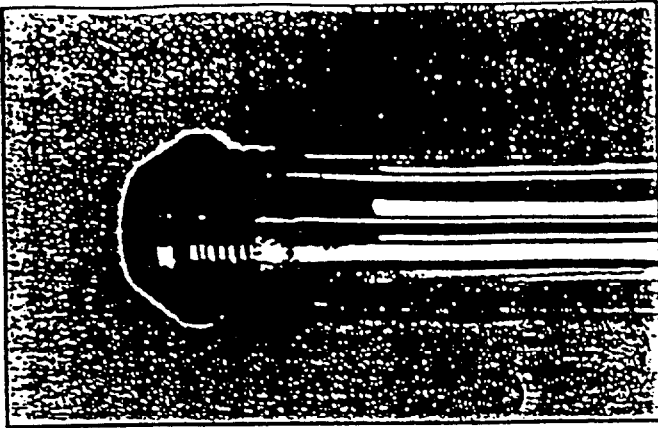


Figure 3. Liner fits snugly over interior end of cutting shoe.

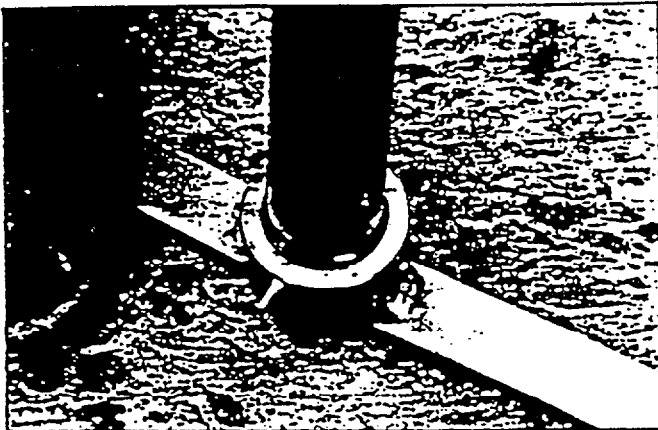


Figure 4. Using the AT-669 Cutting Shoe Wrench to attach cutting shoe.

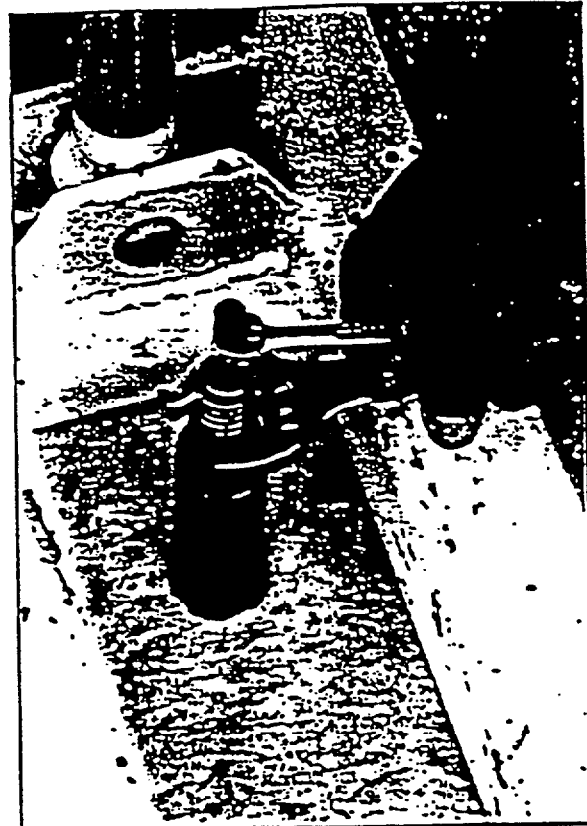


Figure 5. Tightening the Stop-pin.

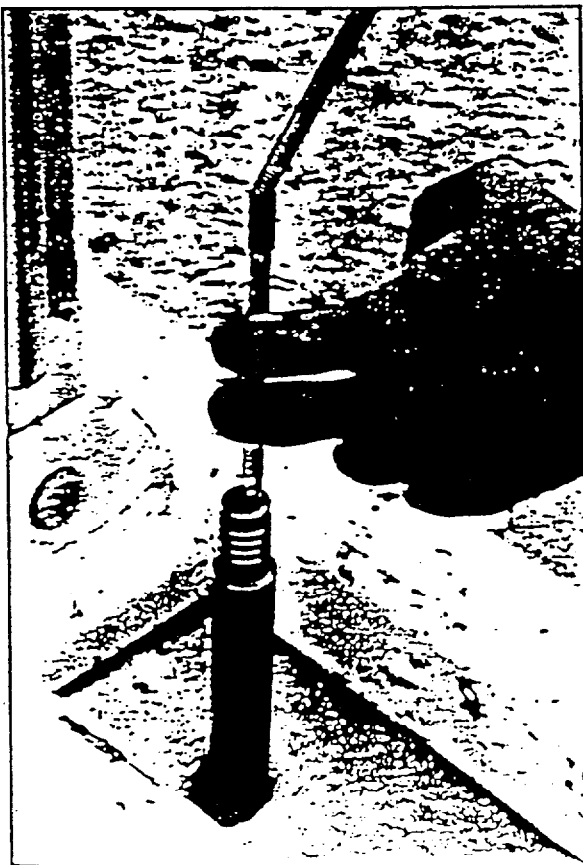


Figure 6. Coupling Extension Rods together.

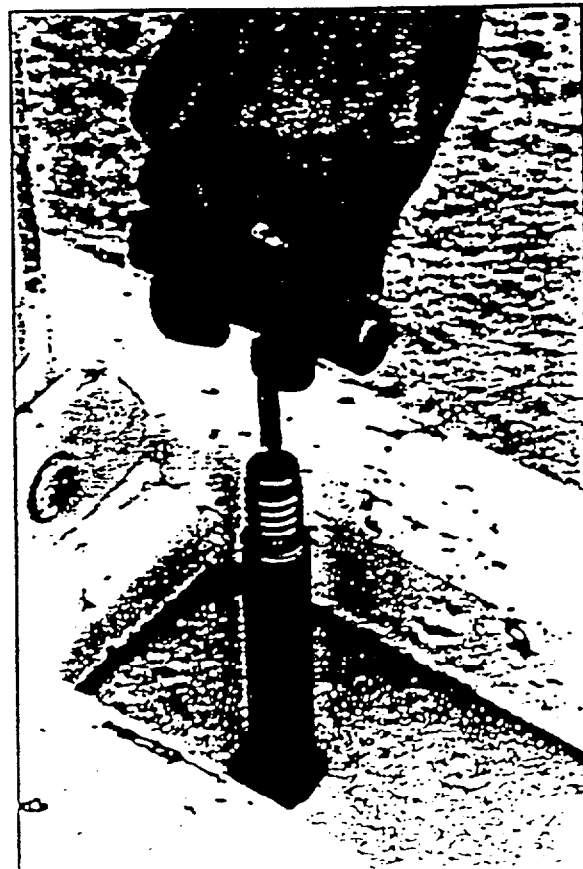


Figure 7. Rotating the Extension Rod Handle.

4.4 Driving (continued from page 5)

4. Attach an AT-105B 2-foot Probe Rod and a drive cap, and continue to drive the sampler into the ground. Attach AT-10B 3-foot Probe Rods in succession until the leading end of the sampler reaches the top of the desired sampling interval.

4.5 Preparing to Sample

1. When sampling depth has been reached, position the Geoprobe machine away from the top of the probe rod to allow room to work.

2. Insert an AT-67 Extension Rod down the inside diameter of the probe rods. Hold onto it and place an AT-68 Extension Rod Coupler on the top threads of the extension rod (the down-hole end of the leading extension rod should remain uncovered). Attach another extension rod to the coupler and lower the jointed rods down-hole. (Figure 6.)

3. Couple additional extension rods together in the same fashion as in Step 2. Use the same number of extension rods as there are probe rods in the ground. The leading extension rod must reach the stop-pin at the top of the sampler assembly. When coupling extension rods together, you may opt to use the GW-469 Extension Rod Jig to hold the down-hole extension rods while adding additional rods.

4. When the leading extension rod has reached the stop-pin down-hole, attach the AT-69 Extension Rod Handle to the top extension rod.

5. Turn the handle clockwise (right-handed) until the stop-pin detaches from the threads on the drive head. (Figure 7.) Pull up lightly on the extension rods during this procedure to check thread engagement.

6. Remove the extension rods and uncouple the sections as each joint is pulled from the hole. The Extension Rod Jig may be used to hold the rod couplers in place as the top extension rods are removed.

7. The stop-pin should be attached to the bottom of the last extension rod upon removal. Inspect it for damage. Once the stop-pin has been removed, the sampler is ready to be re-driven to collect a sample.

4.6 Sample Collection

1. Reposition the Geoprobe machine over the probe rods, adding an additional probe rod to the tool string if necessary. Make a mark on the probe rod 24 inches above the ground surface (this is the distance the tool string will be advanced).

2. Attach a drive cap to the probe rod and drive the tool string and sampler another 24 inches. Use of the Geoprobe's hammer function during sample collection may increase the sample recovery in certain formations. Do not over-drive the sampler.

4.7 Retrieval

1. Remove the drive cap on the top probe rod and attach an AT-12B Pull Cap. Lower the probe shell and close the hammer latch over the pull cap.
2. With the Geoprobe foot firmly on the ground, pull the tool string out of the hole. Stop when the top (drive head) of the sampler is about 12 inches above the ground surface.
3. Because the piston tip and rod have been displaced inside the sample tube, the piston rod now extends into the 2-foot probe rod section. In loose soils, the 2-foot probe rod and sampler may be recovered as one piece by using the foot control to lift the sampler the remaining distance out of the hole.
4. If excessive resistance is encountered while attempting to lift the sampler and probe rod out of the hole using the foot control, unscrew the drive head from the sampler and remove it with the probe rod, the piston rod, and the piston tip. Replace the drive head onto the sampler and attach a pull cap to it. Lower the probe shell and close the hammer latch over the pull cap and pull the sampler the remaining distance out of the hole with the probe machine foot firmly on the ground.

4.8 Sample Recovery

1. Detach the 2-foot probe rod if it has not been done previously.
2. Unscrew the cutting shoe using the AT-669 LB Cutting Shoe Wrench, if necessary. Pull the cutting shoe out with the liner attached. (Figure 8.) If the liner doesn't slide out readily with the cutting shoe, take off the drive head and push down on the side wall of the liner. The liner and sample should slide out easily.

4.9 Core Liner Capping

1. The ends of the liners can be capped off using the AT-641 Vinyl End Cap for further storage or transportation. A black end cap should be used at the bottom (down end) of the sample core and a red end cap at the top (up end) of the core.
2. On brass, stainless steel, and teflon liners, cover the end of the sample tube with AT-640T Teflon Tape before placing the end caps on the liner. (Figure 9.) The tape should be smoothed out and pressed over the end of the soil core so as to minimize headspace. However, care should be taken not to stretch and, therefore, thin the teflon tape.

4.10 Sample Removal

1. Large Bore Clear Plastic and Teflon Liners can be slit open easily with a utility knife for the samples to be analyzed or placed in appropriate containers.
2. Large Bore Brass and Stainless Steel liners separate into four 6-inch sections. The AT-659K Large Bore Manual Extruder may be used to push the soil cores out of the liner sections for analysis or for transfer to other containers. (Figure 10.)

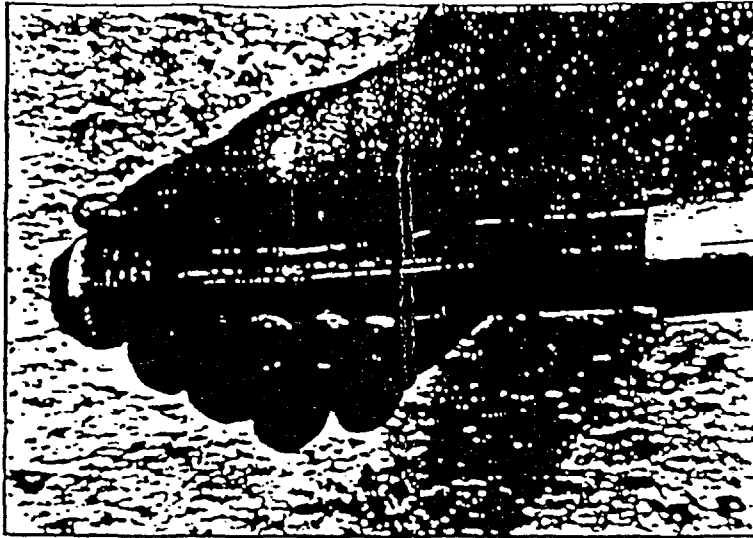


Figure 8. Removing the liner to recover the Sample.

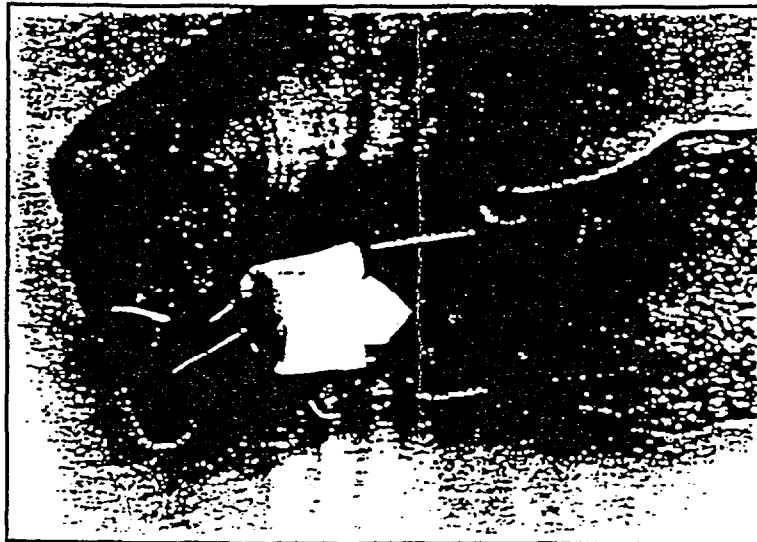


Figure 9. Covering the liner end with Teflon tape for capping.

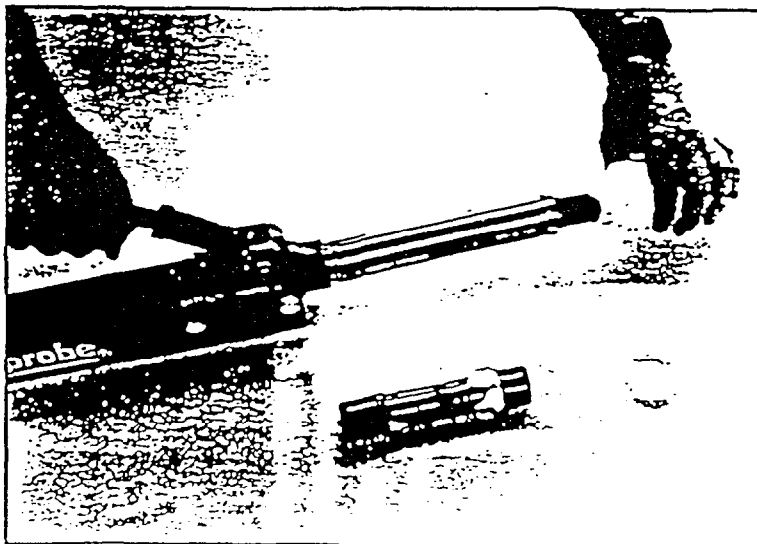


Figure 10. Extruding a sample in a metal liner using the AT-659K manual extruder.

5.0 REFERENCES

Geoprobe Systems, August 1993, "1993-94 Equipment and Tools Catalog".



Hydraulic Probing Machines • Mobile Laboratories • Small Diameter Sampling Tools

APPENDIX B
JUSTIFICATION CRITERIA FOR USE OF PVC WELL CASING
AND SCREEN MATERIAL

The following is USEPA Region IV minimum seven point information requirements to justify the use of PVC as an alternate casing material for groundwater monitoring wells. If requested, justification of the use of PVC should be developed by addressing each of the following items:

1. The DQOs for the groundwater samples to be collected.

Level IV DQOs will be used for analyses of groundwater samples collected during this project. Analytical parameters have been selected to characterize the presence or absence of contamination and to assess any associated risks to human health or the environment.

2. The anticipated (organic) compounds.

<u>Well</u>	<u>Constituent</u>	<u>Maximum Groundwater Concentration (µg/L)</u>
63-MW02	benzoic acid	3.0
	bis(2-ethylhexyl)phthalate	9.0
	carbon disulfide	1.0
63-MW01	carbon disulfide	1.0

The concentrations listed above represent maximums at the site.

There are two primary concerns regarding sample bias associated with use of PVC well casing under these conditions. One is that organic contaminants will leach from the PVC well casing. The other is that organic contaminants that may be present in the groundwater would adsorb onto the PVC. Either of these could result in biased analytical results.

3. The anticipated residence time of the sample in the well and the aquifer's productivity.

It is important to note that all stagnant water from inside the well casing is purged immediately before sample collection. The time required to do this is expected to be much less than that required for groundwater sampling bias phenomena (adsorbing/leaching) to develop.

Samples collected immediately after purging (i.e., "fresh" from the aquifer).

Aquifer productivity: Subsurface soil samples are mostly fine sand.

The wells should recharge (enough to sample) before any sorbing/leaching of organics can occur.

4. The reasons for not using other casing materials.

Costs associated with use of stainless steel and teflon casing materials are prohibitive. PVC strength will be sufficient for this investigation. Existing groundwater quality data indicate that leaching/sorbing of organic materials from/onto the PVC will not be extensive enough to bias future groundwater analysis. PVC is lighter and more flexible than stainless steel.

5. **Literature on the adsorption characteristics of the compounds and elements of interest.**

The following was originally presented in National Water Well Association (NWWA, 1989):

Miller (1982) conducted a study to determine if PVC exhibited any tendency to sorb potential contaminants from solution. Trichloroethene and 1,1,2-trichloroethane did not sorb to PVC. Reynolds and Gillham (1985) found that 1,1,2,2-tetrachloroethane could sorb to PVC. The sorption was slow enough that groundwater sampling bias would not be significant if well development (purging the well of stagnant water) and sampling were to take place in the same day. No data was available for the organic compounds listed in Item #2.

6. **Whether the wall thickness of the PVC casing would require a larger annular space when compared to other well construction materials.**

It will not. The 2" diameter borehole will be of sufficient diameter for installation of the 1" PVC casing and screen.

7. **The type of PVC to be used and, if available, the manufacturers specifications, and an assurance that the PVC to be used does not leach, mask, react or otherwise interfere with the contaminants being monitored within the limits of the DQOs.**

Baker will request the appropriate manufacturers specifications and assurances regarding this requirement. This material will be supplied to Baker by the drilling subcontractor.

References for Attachment A:

National Water Well Association, 1989, Handbook of Suggested Practices for the Design and Installation of Ground-Water Monitoring Wells, Dublin, Ohio, 398 pp.

Miller, G.D., 1982, Uptake of lead, chromium and trace level volatile organics exposed to synthetic well casings. Proceedings of the Second National Symposium on Aquifer Restoration and Ground-Water Monitoring, National Water Well Association, Dublin, Ohio, pp. 236-245.

Reynolds, G.W. and Robert W. Gillham, 1985, Absorption of halogenated organic compounds by polymer materials commonly used in ground-water monitors. Proceedings of the Second Canadian/American Conference on Hydrogeology, National Water Well Association, Dublin, Ohio, pp. 125-132.

APPENDIX C
GROUNDWATER SAMPLE ACQUISITION

GROUNDWATER SAMPLE ACQUISITION TABLE OF CONTENTS

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 DEFINITIONS**
- 4.0 RESPONSIBILITIES**
- 5.0 PROCEDURES**
 - 5.1 Sampling, Monitoring, and Evaluation Equipment**
 - 5.2 Calculations of Well Volume**
 - 5.3 Evacuation of Static Water (Purging)**
 - 5.3.1 Evacuation Devices**
 - 5.4 Sampling**
 - 5.4.1 Sampling Methods**
 - 5.4.2 Sample Containers**
 - 5.4.3 Preservation of Samples and Sample Volume Requirements**
 - 5.4.4 Field Filtration**
 - 5.4.5 Handling and Transportation Samples**
 - 5.4.6 Sample Holding Times**
- 6.0 QUALITY ASSURANCE RECORDS**
- 7.0 REFERENCES**

GROUNDWATER SAMPLE ACQUISITION

1.0 PURPOSE

The purpose of this guideline is to provide general reference information on the sampling of groundwater wells. The methods and equipment described are for the collection of water samples from the saturated zone of the subsurface.

2.0 SCOPE

This guideline provides information on proper sampling equipment and techniques for groundwater sampling. Review of the information contained herein will facilitate planning of the field sampling effort by describing standard sampling techniques. The techniques described should be followed whenever applicable, noting that site-specific conditions or project-specific plans may require adjustments in methods.

3.0 DEFINITIONS

None.

4.0 RESPONSIBILITIES

Project Manager - The Project Manager is responsible for ensuring that project-specific plans are in accordance with these procedures, where applicable, or that other, approved procedures are developed. The Project Manager is responsible for development of documentation of procedures which deviate from those presented herein.

Field Team Leader - The Field Team Leader is responsible for selecting and detailing the specific groundwater sampling techniques and equipment to be used, and documenting these in the Sampling and Analysis Plan. It is the responsibility of the Field Team Leader to ensure that these procedures are implemented in the field and that personnel performing sampling activities have been briefed and trained to execute these procedures.

Sampling Personnel - It is the responsibility of the field sampling personnel to follow these procedures, or to follow documented, project-specific procedures as directed by the Field Team

Leader and the Project Manager. The sampling personnel are responsible for the proper acquisition of groundwater samples.

5.0 PROCEDURES

To be useful and accurate, a groundwater sample must be representative of the particular zone being sampled. The physical, chemical, and bacteriological integrity of the sample must be maintained from the time of sampling to the time of testing in order to minimize any changes in water quality parameters.

The groundwater sampling program should be developed with reference to ASTM D4448-85A, Standard Guide for Sampling Groundwater Monitoring Wells (Attachment A). This reference is not intended as a monitoring plan or procedure for a specific application, but rather is a review of methods. Specific methods shall be stated in the Sampling and Analysis Plan (SAP).

Methods for withdrawing samples from completed wells include the use of pumps, compressed air, bailers, and various types of samplers. The primary considerations in obtaining a representative sample of the groundwater are to avoid collection of stagnant (standing) water in the well and to avoid physical or chemical alteration of the water due to sampling techniques. In a non-pumping well, there will be little or no vertical mixing of water in the well pipe or casing, and stratification will occur. The well water in the screened section will mix with the groundwater due to normal flow patterns, but the well water above the screened section will remain largely isolated and become stagnant. To safeguard against collecting non-representative stagnant water in a sample, the following approach should be followed during sample withdrawal:

1. All monitoring wells shall be pumped or bailed prior to withdrawing a sample. Evacuation of three to five volumes is recommended for a representative sample.
2. Wells that can be pumped or bailed to dryness with the sampling equipment being used, shall be evacuated and allowed to recover prior to sample withdrawal. If the recovery rate is fairly rapid and time allows, evacuation of at least three well volumes of water is preferred; otherwise, a sample will be taken when enough water is available to fill the sample containers.

Stratification of contaminants may exist in the aquifer formation. This is from concentration gradients due to dispersion and diffusion processes in a homogeneous layer, and from

separation of flow streams by physical division (for example, around clay leases) or by contrasts in permeability (for example, between a layer of silty, fine sand and a layer of medium sand).

Pumping rates and volumes for non-production wells during sampling development should be moderate; pumping rates for production wells should be maintained at the rate normal for that well. Excessive pumping can dilute or increase the contaminant concentrations in the recovered sample compared to what is representative of the integrated water column at that point, thus result in the collection of a non-representative sample. Water produced during purging shall be collected, stored or treated and discharged as allowed. Disposition of purge water is usually site specific and must be addressed in the Sampling and Analysis Plan.

5.1 Sampling, Monitoring, and Evacuation Equipment

Sample containers shall conform with EPA regulations for the appropriate contaminants and to the specific Quality Assurance Project Plan.

The following list is an example of the type of equipment that generally must be on hand when sampling groundwater wells:

1. Sample packaging and shipping equipment - Coolers for sample shipping and cooling, chemical preservatives, and appropriate packing cartons and filler, labels and chain-of-custody documents.
2. Field tools and instrumentation - Thermometer; pH meter; specific conductivity meter; appropriate keys (for locked wells) or bolt-cutter; tape measure; water-level indicator; and, where applicable, flow meter.
3. Pumps
 - a. Shallow-well pumps - Centrifugal, pitcher, suction, or peristaltic pumps with droplines, air-lift apparatus (compressor and tubing), as applicable.
 - b. Deep-well pumps - Submersible pump and electrical power generating unit, bladder pump with compressed air source, or air-lift apparatus, as applicable.
4. Tubing - Sample tubing such as teflon, polyethylene, polypropylene, or PVC. Tubing type shall be selected based on specific site requirements and must be chemically inert to the groundwater being sampled.
5. Other Sampling Equipment - Bailers, teflon-coated wire, stainless steel single strand wire, and polypropylene monofilament line (not acceptable in EPA Region I) with

tripod-pulley assembly (if necessary). Bailers shall be used to obtain samples for volatile organics from shallow and deep groundwater wells.

6. Pails - Plastic, graduated.
7. Decontamination solutions - Decontamination materials are discussed in SOP F501 and F502.

Ideally, sample withdrawal equipment should be completely inert, economical, easily cleaned, sterilized, and reusable, able to operate at remote sites in the absence of power sources, and capable of delivering variable rates for well flushing and sample collection.

5.2 Calculations of Well Volume

Calculation of gallons/linear feet from a well

$$V = \pi r^2 h$$

Where: V = volume of standing water in well
r = well radius
h = feet of standing water in well

Table 5-1 lists gallons and cubic feet of water per standing foot of water for a variety of well diameter.

TABLE 5-1
WELL VOLUMES

Diameter of Casing or Hole (in.)	Gallons per Foot of Depth	Cubic Feet per Foot of Depth
1	0.041	0.0055
2	0.163	0.0218
4	0.653	0.0873
6	1.469	0.1963
8	2.611	0.3491
10	4.080	0.5454

Notes:

1. Gallons per foot of depth will be multiplied by amount of standing water to obtain well volume quantity.
2. 1 gallon = 3.785 liters
1 meter = 3.281 feet
1 gallon water weighs 8.33 pounds = 3.785 kilograms
1 liter water weighs 1 kilogram = 2.205 pounds
1 gallon per foot of depth = 12.419 liters per foot of depth
1 gallon per meter of depth = 12.419 x 10⁻³ cubic meters per meter of depth

To insure that the proper volume of water has been removed from the well prior to sampling, it is first necessary to determine the volume of standing water in the well pipe or casing. The volume can be easily calculated by the following method. Calculations shall be entered in the field logbook:

1. Obtain all available information on well construction (location, casing, screens, etc.).
2. Determine well or casing diameter.
3. Measure and record static water level (depth below ground level or top of casing reference point), using one of the methods described in Section 5.1 of SOP F202.
4. Determine the depth of the well (if not known from past records) to the nearest 0.01-foot by sounding using a clean, decontaminated weighted tape measure.
5. Calculate number of linear feet of static water (total depth or length of well pipe or casing minus the depth to static water level).
6. Calculate the volume of water in the casing:

$$VW = nD^2(TD - DW)$$

$$V_{gal} = VW \times 7.48 \text{ gallons/ft}^3$$

$$V_{purge} = V_{gal} (\# \text{ Well Vol})$$

Where:

V_W	= Volume of water in well in cubic feet (i.e., one well volume)
n	= pi, 3.14
D	= Well diameter in feet (use (D/12) if D is in inches)
TD	= Total depth of well in feet (below ground surface or top of casing)
DW	= Depth to water in feet (below ground surface or top of casing)
V_{gal}	= Volume of water in well in gallons
V_{purge}	= Volume of water to be purged from well in gallons
$\# \text{ Well Vol.}$	= Number of well volumes of water to be purged from the well (typically three to five)

7. Determine the minimum number of gallons to be evacuated before sampling. (Note: V_{purge} should be rounded to the next highest whole gallon. For example, 7.2 gallons should be rounded to 8 gallons.)

5.3 Evacuation of Static Water (Purging)

The amount of flushing a well should receive prior to sample collection will depend on the intent of the monitoring program and the hydrogeologic conditions. Programs to determine overall quality of water resources may require long pumping periods to obtain a sample that is representative of a large volume of that aquifer. The pumped volume may be specified prior to sampling so that the sample can be a composite of a known volume of the aquifer.

For defining a contaminant plume, a representative sample of only a small volume of the aquifer is required. These circumstances require that the well be pumped enough to remove the stagnant water but not enough to induce significant groundwater flow from a wide area. Generally, three to five well volumes are considered effective for purging a well.

An alternative method of purging a well, and one accepted in EPA Regions I and IV, is to purge a well continuously (usually using a low volume, low flow pump) while monitoring specific conductance, pH, and water temperature until the values stabilize. The well is considered properly purged when the values have stabilized.

The Project Manager shall define the objectives of the groundwater sampling program in the Sampling and Analysis Plan, and provide appropriate criteria and guidance to the sampling personnel on the proper methods and volumes of well purging.

5.3.1 Evacuation Devices

The following discussion is limited to those devices which are commonly used at hazardous waste sites. Note that all of these techniques involve equipment which is portable and readily available.

Bailers - Bailers are the simplest evacuation devices used and have many advantages. They generally consist of a length of pipe with a sealed bottom (bucket-type bailer) or, as is more useful and favored, with a ball check-valve at the bottom. An inert line (e.g., Teflon-coated) is used to lower the bailer and retrieve the sample.

Advantages of bailers include:

- Few limitations on size and materials used for bailers.
- No external power source needed.
- Inexpensive.
- Minimal outgassing of volatile organics while the sample is in the bailer.
- Relatively easy to decontaminate.

Limitations on the use of bailers include the following:

- Potentially excessively time consuming to remove stagnant water using a bailer.
- Transfer of sample may cause aeration.
- Use of bailers is physically demanding, especially in warm temperatures at protection levels above Level D.

Suction Pumps - There are many different types of inexpensive suction pumps including centrifugal, diaphragm, peristaltic, and pitcher pumps. Centrifugal and diaphragm pumps can be used for well evacuation at a fast pumping rate and for sampling at a low pumping rate. The peristaltic pump is a low volume pump (generally not suitable for well purging) that uses rollers to squeeze a flexible tubing, thereby creating suction. This tubing can be dedicated to a well to prevent cross contamination. The pitcher pump is a common farm hand-pump.

These pumps are all portable, inexpensive and readily available. However, because they are based on suction, their use is restricted to areas with water levels within 10 to 25 feet of the ground surface. A significant limitation is that the vacuum created by these pumps will cause significant loss of dissolved gases, including volatile organics. In addition, the complex internal components of these pumps may be difficult to decontaminate.

Gas-Lift Samples - This group of samplers uses gas pressure either in the annulus of the well or in a venturi to force the water up a sampling tube. These pumps are also relatively inexpensive. Gas lift pumps are more suitable for well development than for sampling because the samples may be aerated, leading to pH changes and subsequent trace metal precipitation or loss of volatile organics. An inert gas such as nitrogen is generally used as a gas source.

Submersible Pumps - Submersible pumps take in water and push the sample up a sample tube to the surface. The power sources for these samplers may be compressed air or

electricity. The operation principles vary and the displacement of the sample can be by an inflatable bladder, sliding piston, gas bubble, or impeller. Pumps are available for two-inch diameter wells and larger. These pumps can lift water from considerable depths (several hundred feet).

Limitations of this class of pumps include:

- Potentially low delivery rates.
- Many models of these pumps are expensive.
- Compressed gas or electric power is needed.
- Sediment in water may cause clogging of the valves or eroding the impellers with some of these pumps.
- Decontamination of internal components is difficult and time-consuming.

5.4 Sampling

The sampling approach consisting of the following, should be developed as part of the Sampling and Analysis Plan prior to the field work:

1. Background and objectives of sampling.
2. Brief description of area and waste characterization.
3. Identification of sampling locations, with map or sketch, and applicable well construction data (well size, depth, screened interval, reference elevation).
4. Sampling equipment to be used.
5. Intended number, sequence volumes, and types of samples. If the relative degrees of contamination between wells is unknown or insignificant, a sampling sequence which facilitates sampling logistics may be followed. Where some wells are known or strongly suspected of being highly contaminated, these should be sampled last to reduce the risk of cross-contamination between wells as a result of the sampling procedures.
6. Sample preservation requirements.
7. Schedule.
8. List of team members.
9. Other information, such as the necessity for a warrant or permission of entry, requirement for split samples, access problems, location of keys, etc.

5.4.1 Sampling Methods

The collection of a groundwater sample includes the following steps:

1. First open the well cap and use volatile organic detection equipment (HNu or OVA) on the escaping gases at the well head to determine the need for respiratory protection. This task is usually performed by the Field Team Leader, Health and Safety Officer, or other designee.
2. When proper respiratory protection has been donned, sound the well for total depth and water level (decontaminated equipment) and record these data in the field logbook. Calculate the fluid volume in the well according to Section 5.2 of this SOP.
3. Lower purging equipment or intake into the well to a short distance below the water level and begin water removal. Collect the purged water and dispose of it in an acceptable manner (e.g., DOT-approved 55-gallon drum).
4. Measure the rate of discharge frequently. A bucket and stopwatch are most commonly used; other techniques include using pipe trajectory methods, weir boxes or flow meters.
5. Observe peristaltic pump intake for degassing "bubbles" and all pump discharge lines. If bubbles are abundant and the intake is fully submerged, this pump is not suitable for collecting samples for volatile organics. The preferred method for collecting volatile organic samples and the accepted method by EPA Regions I through IV is with a bailer.
6. Purge a minimum of three to five well volumes before sampling. In low permeability strata (i.e., if the well is pumped to dryness), one volume will suffice. Allow the well to recharge as necessary, but preferably to 70 percent of the static water level, and then sample.
7. Record measurements of specific conductance, temperature, and pH during purging to ensure the groundwater stabilizes. Generally, these measurements are made after three, four, and five well volumes.
8. If sampling using a pump, lower the pump intake to midscreen or the middle of the open section in uncased wells and collect the sample. If sampling with a bailer, lower the bailer to the sampling level before filling (this requires use of other than a "bucket-type" bailer). Purged water should be collected in a designated container and disposed of in an acceptable manner.
9. (For pump and packer assembly only). Lower assembly into well so that packer is positioned just above the screen or open section and inflate. Purge a volume equal to at least twice the screened interval or unscreened open section volume below the packer before sampling. Packers should always be tested in a casing section above ground to determine proper inflation pressures for good sealing.
10. In the event that recovery time of the well is very slow (e.g., 24 hours), sample collection can be delayed until the following day. If the well has been bailed early in

the morning, sufficient water may be standing in the well by the day's end to permit sample collection. If the well is incapable of producing a sufficient volume of sample at any time, take the largest quantity available and record in the logbook.

11. Add preservative if required (see SOP F301). Label, tag, and number the sample bottle(s).
12. Purgeable organics vials (40 ml) should be completely filled to prevent volatilization and extreme caution should be exercised when filling a vial to avoid turbulence which could also produce volatilization. The sample should be carefully poured down the side of the vial to minimize turbulence. As a rule, it is best to gently pour the last few drops into the vial so that surface tension holds the water in a "convex meniscus." The cap is then applied and some overflow is lost, but air space in the bottle is eliminated. After capping, turn the bottle over and tap it to check for bubbles; if any are present, repeat the procedure.
13. Replace the well cap. Make sure the well is readily identifiable as the source of the samples.
14. Pack the samples for shipping (see SOP F301). Attach custody seals to the shipping container. Make sure that Chain-of-Custody forms and Sample Analysis Request forms are properly filled out and enclosed or attached (see SOP F302).
15. Decontaminate all equipment.

5.4.2 Sample Containers

For most samples and analytical parameters, either glass or plastic containers are satisfactory. SOP F301 describes the required sampling containers for various analytes at various concentrations. Container requirements shall follow those given in NEESA 20.2-047B.

5.4.3 Preservation of Samples and Sample Volume Requirements

Sample preservation techniques and volume requirements depend on the type and concentration of the contaminant and on the type of analysis to be performed. SOP F301 describes the sample preservation and volume requirements for most of the chemicals that will be encountered during hazardous waste site investigations. Sample volume and preservation requirements shall follow those given in NEESA 20.2-047B.

5.4.4 Field Filtration

In general, preparation and preservation of water samples involve some form of filtration. All filtration must occur in the field immediately upon collection. The recommended method is through the use of a disposable in-line filtration module (0.45 micron filter) utilizing the pressure provided by the upstream pumping device for its operation.

In Region I, all inorganics are to be collected and preserved in the filtered form, including metals. In Region II, metals samples are to be collected and preserved unfiltered. In Regions III and IV, samples collected for metals analysis are also to be unfiltered. However, if metals analysis of monitoring wells is required, then both an unfiltered and filtered sample are to be collected, regardless of regulatory requirements. Filtration and preservation are to occur immediately in the field with the sample aliquot passing through a 0.45 micron filter. Samples for organic analyses shall never be filtered. Filters must be prerinsed with organic-free, deionized water.

5.4.5 Handling and Transporting Samples

After collection, samples should be handled as little as possible. It is preferable to use self-contained "chemical" ice (e.g., "blue ice") to reduce the risk of contamination. If water ice is used, it should be double-bagged and steps taken to ensure that the melted ice does not cause sample containers to be submerged, and thus possibly become cross-contaminated. All sample containers should be enclosed in plastic bags or cans to prevent cross-contamination. Samples should be secured in the ice chest to prevent movement of sample containers and possible breakage. Sample packing and transportation requirements are described in SOP F301.

5.4.6 Sample Holding Times

Holding times (i.e., allowed time between sample collection and analysis) for routine samples are given in NEESA 20.2-047B.

6.0 QUALITY ASSURANCE RECORDS

Quality assurance records will be maintained for each sample that is collected. The following information will be recorded in the Field Logbook:

- Sample identification (site name, location, project no.; sample name/number and location; sample type and matrix; time and date; sampler's identity).
- Sample source and source description.
- Field observations and measurements (appearance; volatile screening; field chemistry; sampling method; volume of water purged prior to sampling; number of well volumes purged).
- Sample disposition (preservatives added; lab sent to; date and time).
- Additional remarks, as appropriate.

Proper chain-of-custody procedures play a crucial role in data gathering. SOP F302 describes the requirements for correctly completing a chain-of-custody form. Chain-of-custody forms (and sample analysis request forms) are considered quality assurance records.

7.0 REFERENCES

American Society of Testing and Materials. 1987. Standard Guide for Sampling Groundwater Monitoring Wells. Method D4448-85A, Annual Book of Standards, ASTM, Philadelphia, Pennsylvania.

U. S. EPA, 1991. Standard Operating Procedures and Quality Assurance Manual. Environmental Compliance Branch, U. S. EPA, Environmental Services Division, Athens, Georgia.

ATTACHMENT A

ASTM D4448-85A

STANDARD GUIDE FOR SAMPLING GROUNDWATER MONITORING WELLS



Standard Guide for Sampling Groundwater Monitoring Wells¹

This standard is issued under the fixed designation D 4448; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This guide covers procedures for obtaining valid, representative samples from groundwater monitoring wells. The scope is limited to sampling and "in the field" preservation and does not include well location, depth, well development, design and construction, screening, or analytical procedures.

1.2 This guide is only intended to provide a review of many of the most commonly used methods for sampling groundwater quality monitoring wells and is not intended to serve as a groundwater monitoring plan for any specific application. Because of the large and ever increasing number of options available, no single guide can be viewed as comprehensive. The practitioner must make every effort to ensure that the methods used, whether or not they are addressed in this guide, are adequate to satisfy the monitoring objectives at each site.

1.3 *This standard may involve hazardous materials, operations, and equipment. This standard does not purport to address all of the safety problems associated with its use. It is the responsibility of whoever uses this standard to consult and establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Summary of Guide

2.1 The equipment and procedures used for sampling a monitoring well depend on many factors. These include, but are not limited to, the design and construction of the well, rate of groundwater flow, and the chemical species of interest. Sampling procedures will be different if analyzing for trace organics, volatiles, oxidizable species, or trace metals is needed. This guide considers all of these factors by discussing equipment and procedure options at each stage of the sampling sequence. For ease of organization, the sampling process can be divided into three steps: well flushing, sample withdrawal, and field preparation of samples.

2.2 Monitoring wells must be flushed prior to sampling so that the groundwater is sampled, not the stagnant water in the well casing. If the well casing can be emptied, this may be done although it may be necessary to avoid oxygen contact with the groundwater. If the well cannot be emptied, procedures must be established to demonstrate that the sample represents groundwater. Monitoring an indicative parameter such as pH during flushing is desirable if such a parameter can be identified.

2.3 The types of species that are to be monitored as well as the concentration levels are prime factors for selecting sampling devices (1, 2).² The sampling device and all materials and devices the water contacts must be constructed of materials that will not introduce contaminants or alter the analyte chemically in any way.

2.4 The method of sample withdrawal can vary with the parameters of interest. The ideal sampling scheme would employ a completely inert material, would not subject the sample to negative pressure and only moderate positive pressure, would not expose the sample to the atmosphere, or preferably, any other gaseous atmosphere before conveying it to the sample container or flow cell for on-site analysis.

2.5 The degree and type of effort and care that goes into a sampling program is always dependent on the chemical species of interest and the concentration levels of interest. As the concentration level of the chemical species of analytical interest decreases, the work and precautions necessary for sampling are increased. Therefore, the sampling objective must clearly be defined ahead of time. For example, to prepare equipment for sampling for mg/L (ppm) levels of Total Organic Carbon (TOC) in water is about an order of magnitude easier than preparing to sample for $\mu\text{g/L}$ (ppb) levels of a trace organic like benzene. The specific precautions to be taken in preparing to sample for trace organics are different from those to be taken in sampling for trace metals. No final Environmental Protection Agency (EPA) protocol is available for sampling of trace organics. A short guidance manual, (3) and an EPA document (4) concerning monitoring well sampling, including considerations for trace organics are available.

2.6 Care must be taken not to cross contaminate samples or monitoring wells with sampling or pumping devices or materials. All samples, sampling devices, and containers must be protected from the environment when not in use. Water level measurements should be made before the well is flushed. Oxidation-reduction potential, pH, dissolved oxygen, and temperature measurements and filtration should all be performed on the sample in the field, if possible. All but temperature measurement must be done prior to any significant atmospheric exposure, if possible.

2.7 The sampling procedures must be well planned and all sample containers must be prepared and labeled prior to going to the field.

3. Significance and Use

3.1 The quality of groundwater has become an issue of national concern. Groundwater monitoring wells are one of

¹ This guide is under the jurisdiction of ASTM Committee D-34 on Waste Disposal and is the direct responsibility of Subcommittee D34.01 on Sampling and Monitoring.

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² The boldface numbers in parentheses refer to a list of references at the end of this guide.

TABLE 1 Typical Container and Preservation Requirements for a Ground-Water Monitoring Program

Sample and Measurement	Volume Required (mL)	Container P—Polyethylene G—Glass	Preservative	Maximum Holding Time
Metals As/Ba/Cd/Cr/Fc Pb/Se/ Ag/Mn/Na	1000–2000	P/G (special acid cleaning)	high purity nitric acid to pH <2	6 months
Mercury	200–300	P/G (special acid cleaning)	high purity nitric acid to pH <2 +0.05 % K ₂ Cr ₂ O ₇	28 days
Radioactivity alpha/beta/radium	4000	P/G (special acid cleaning)	high purity nitric acid to pH <2	6 months
Phenolics	500–1000	G	cool, 4°C H ₂ SO ₄ to pH <2	28 days
Miscellaneous	1000–2000	P	cool, 4°C	28 days
Fluoride	300–500	P		28 days
Chloride	50–200	P/G		28 days
Sulfate	100–500	P/G		48 hours
Nitrate	100–250	P/G		6 h
Coliform	100	P/G		on site/24 h
Conductivity	100	P/G		on site/6 h
pH	100	P/G		48 h
Turbidity	100	P/G		
Total organic carbon (TOC)	25–100	P/G	cool, 4°C or cool, 4°C HCl or H ₂ SO ₄ to pH <2	24 h
Pesticides, herbicides and total organic halogen (TOX)	1000–4000	G/TFE-fluorocarbon lined cap solvent rinsed	cool, 4°C	28 days
Extractable organics	1000–2000	G/TFE-fluorocarbon-lined cap solvent rinsed	cool, 4°C	7 days/extraction +30 days/analysis
Organic purgeables acrolein/acrylonitrile	25–120	G/vial TFE-fluorocarbon-lined septum	cool, 4°C	14 days 3 days

the more important tools for evaluating the quality of groundwater, delineating contamination plumes, and establishing the integrity of hazardous material management facilities.

3.2 The goal in sampling groundwater monitoring wells is to obtain samples that are truly representative of the aquifer or groundwater in question. This guide discusses the advantages and disadvantages of various well flushing, sample withdrawal, and sample preservation techniques. It reviews the parameters that need to be considered in developing a valid sampling plan.

4. Well Flushing (Purging)

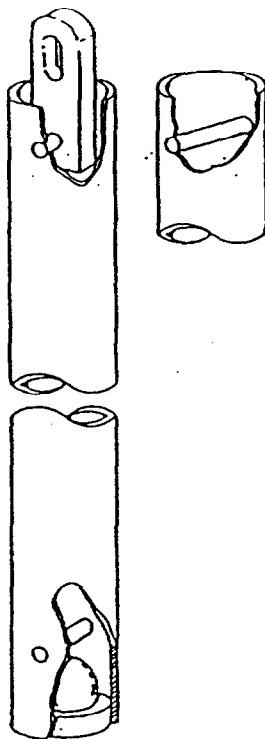
4.1 Water that stands within a monitoring well for a long period of time may become unrepresentative of formation water because chemical or biochemical change may cause water quality alterations and even if it is unchanged from the time it entered the well, the stored water may not be representative of formation water at the time of sampling, or both. Because the representativeness of stored water is questionable, it should be excluded from samples collected from a monitoring well.

4.2 The surest way of accomplishing this objective is to remove all stored water from the casing prior to sampling. Research with a tracer in a full scale model 2 in. PVC well (5) indicates that pumping 5 to 10 times the volume of the well via an inlet near the free water surface is sufficient to remove all the stored water in the casing. The volume of the well may

be calculated to include the well screen and any gravel pack if natural flow through these is deemed insufficient to keep them flushed out.

4.3 In deep or large diameter wells having a volume of water so large as to make removal of all the water impractical, it may be feasible to lower a pump or pump inlet to some point well below the water surface, purge only the volume below that point then withdraw the sample from a deeper level. Research indicates this approach should avoid most contamination associated with stored water (5, 6, 7). Sealing the casing above the purge point with a packer may make this approach more dependable by preventing migration of stored water from above. But the packer must be above the top of the screened zone, or stagnant water from above the packer will flow into the purged zone through the well's gravel/sand pack.

4.4 In low yielding wells, the only practical way to remove all standing water may be to empty the casing. Since it is not always possible to remove all water, it may be advisable to let the well recover (refill) and empty it again at least once. If introduction of oxygen into the aquifer may be of concern, it would be best not to uncover the screen when performing the above procedures. The main disadvantage of methods designed to remove all the stored water is that large volumes may need to be pumped in certain instances. The main advantage is that the potential for contamination of samples with stored water is minimized.



NOTE—Taken from Ref (15).

FIG. 1 Single Check Valve Bailer

4.5 Another approach to well flushing is to monitor one or more indicator parameters such as pH, temperature, or conductivity and consider the well to be flushed when the indicator(s) no longer change. The advantage of this method is that pumping can be done from any location within the casing and the volume of stored water present has no direct bearing on the volume of water that must be pumped. Obviously, in a low yielding well, the well may be emptied before the parameters stabilize. A disadvantage of this approach is that there is no assurance in all situations that the stabilized parameters represent formation water. If significant drawdown has occurred, water from some distance away may be pulled into the screen causing a steady parameter reading but not a representative reading. Also, a suitable indicator parameter and means of continuously measuring it in the field must be available.

4.6 Gibb (4, 8) has described a time-drawdown approach using a knowledge of the well hydraulics to predict the percentage of stored water entering a pump inlet near the top of the screen at any time after flushing begins. Samples are taken when the percentage is acceptably low. As before, the advantage is that well volume has no direct effect in the duration of pumping. A current knowledge of the well's hydraulic characteristics is necessary to employ this approach. Downward migration of stored water due to effects other than drawdown (for example density differences) is not accounted for in this approach.

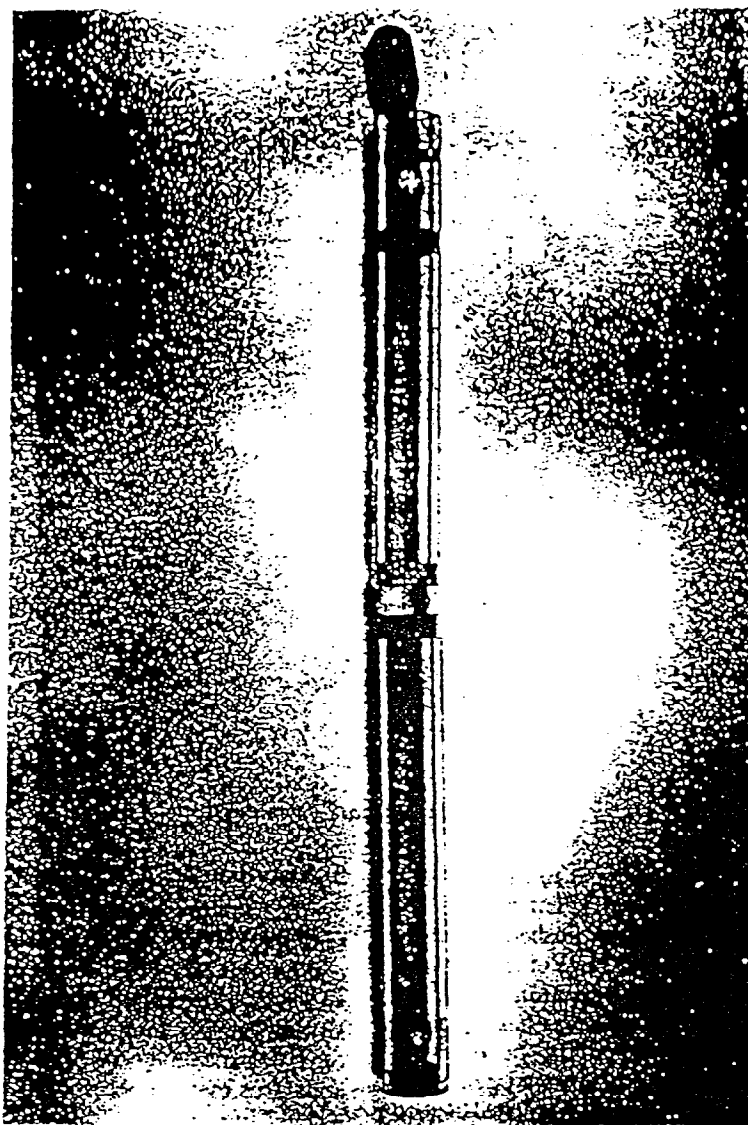
4.7 In any flushing approach, a withdrawal rate that minimizes drawdown while satisfying time constraints should be used. Excessive drawdown distorts the natural flow patterns around a well and can cause contaminants that were not present originally to be drawn into the well.

5. Materials and Manufacture

5.1 The choice of materials used in the construction of sampling devices should be based upon a knowledge of what compounds may be present in the sampling environment and how the sample materials may interact via leaching, adsorption, or catalysis. In some situations, PVC or some other plastic may be sufficient. In others, an all glass apparatus may be necessary.

5.2 Most analytical protocols suggest that the devices used in sampling and storing samples for trace organics analysis ($\mu\text{g/L}$ levels) must be constructed of glass or TFE-fluorocarbon resin, or both. One suggestion advanced by the EPA is that the monitoring well be constructed so that only TFE-fluorocarbon tubing be used in that portion of the sampling well that extends from a few feet above the water table to the bottom of the borehole. (3, 5) Although this type of well casing is now commercially available, PVC well casings are currently the most popular. If adhesives are avoided, PVC well casings are acceptable in many cases although their use may still lead to some problems if trace organics are of concern. At present, the type of background presented by PVC and interactions occurring between PVC and groundwater are not well understood. Tin, in the form of an organotin stabilizer added to PVC, may enter samples taken from PVC casing. (9)

5.3 Since the most significant problem encountered in trace organics sampling, results from the use of PVC adhesives in monitoring well construction, threaded joints might avoid the problem (3, 5). Milligram per litre (parts per million) levels of compounds such as tetrahydrofuran, methyl-ethyl-ketone, and toluene are found to leach into



NOTE—Taken from Ref (17).

FIG. 2 Acrylic Point Source Baller

groundwater samples from monitoring well casings sealed with PVC solvent cement. Pollutant phthalate esters (8, 10) are often found in water samples at ppb levels; the EPA has found them on occasion at ppm levels in their samples. The ubiquitous presence of these phthalate esters is unexplained, except to say that they may be leached from plastic pipes, sampling devices, and containers.

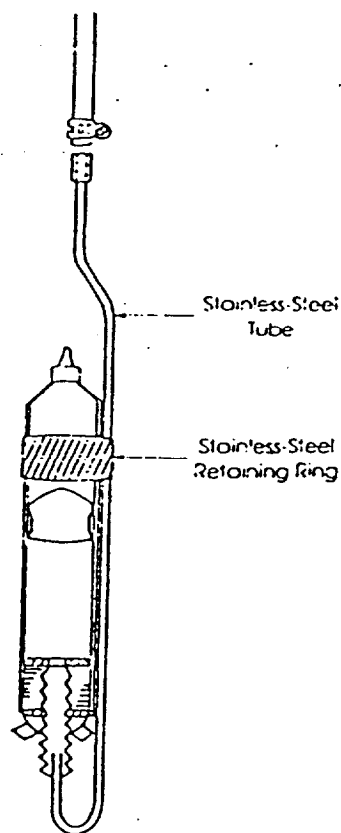
5.4 TFE-fluorocarbon resins are highly inert and have sufficient mechanical strength to permit fabrication of sampling devices and well casings. Molded parts are exposed to high temperature during fabrication which destroys any organic contaminants. The evolution of fluorinated compounds can occur during fabrication, will cease rapidly, and does not occur afterwards unless the resin is heated to its melting point.

5.5 Extruded tubing of TFE-fluorocarbon for sampling may contain surface traces of an organic solvent extrusion aid. This can be removed easily by the fabricator and, once

removed by flushing, should not affect the sample. TFE-fluorocarbon FEP and TFE-fluorocarbon PFA resins do not require this extrusion aid and may be suitable for sample tubing as well. Unsintered thread-sealant tape of TFE-fluorocarbon is available in an "oxygen service" grade and contains no extrusion aid and lubricant.

5.6 Louneman, et al. (11) alludes to problems caused by a lubricating oil used during TFE-fluorocarbon tubing extrusion. This reference also presents evidence that a fluorinated ethylene-propylene copolymer adsorbed acetone to a degree that later caused contamination of a gas sample.

5.7 Glass and stainless steel are two other materials generally considered inert in aqueous environments. Glass is probably among the best choices though it is not inconceivable it could adsorb some constituents as well as release other contaminants (for example, Na, silicate, and Fe). Of course glass sampling equipment must be handled carefully in the field. Stainless steel is strongly and easily machined



NOTE—Taken from Ref (21).

FIG. 3 Schematic of the Inverted Syringe Sampler

fabricate equipment. Unfortunately, it is not totally immune to corrosion that could release metallic contaminants. Stainless steel contains various alloying metals, some of these (for example Ni) are commonly used as catalysts for various reactions. The alloyed constituents of some stainless steels can be solubilized by the pitting action of nonoxidizing anions such as chloride, fluoride, and in some instances sulfate, over a range of pH conditions. Aluminum, titanium, polyethylene, and other corrosion resistant materials have been proposed by some as acceptable materials, depending on groundwater quality and the constituents of interest.

5.8 Where temporarily installed sampling equipment is used, the sampling device that is chosen should be non-plastic (unless TFE-fluorocarbon), cleanable of trace organics, and must be cleaned between each monitoring well use in order to avoid cross-contamination of wells and samples. The only way to ensure that the device is indeed "clean" and acceptable is to analyze laboratory water blanks and field water blanks that have been soaked in and passed through the sampling device to check for the background levels that may result from the sampling materials or from field conditions. Thus, all samplings for trace materials should be accompanied by samples which represent the field background (if possible), the sampling equipment background, and the laboratory background.

5.9 Additional samples are often taken in the field and spiked (spiked-field samples) in order to verify that the sample handling procedures are valid. The American Chem-

ical Society's committee on environmental improvement has published guidelines for data acquisition and data evaluation which should be useful in such environmental evaluation (10, 12).

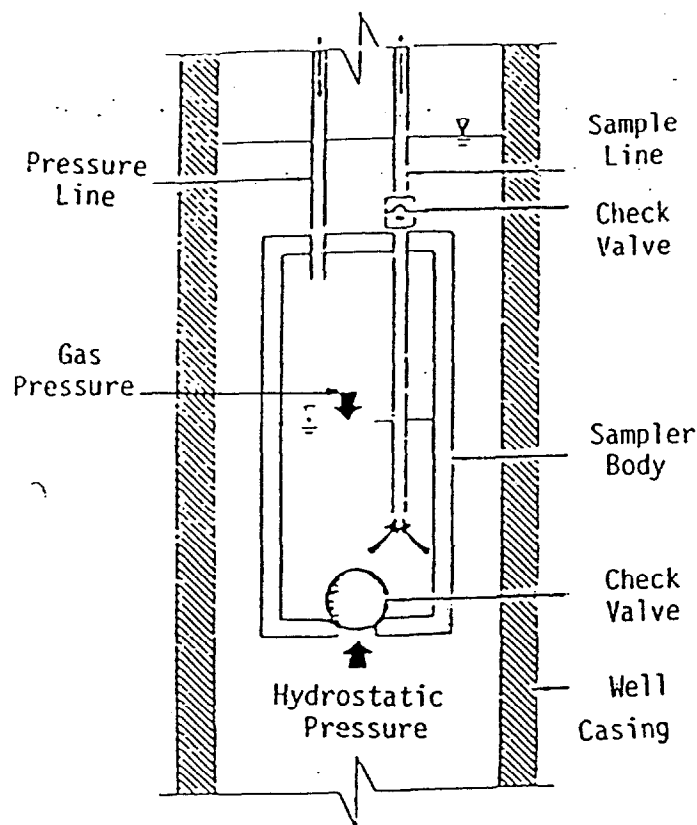
6. Sampling Equipment

6.1 There is a fairly large choice of equipment presently available for groundwater sampling from single screen wells and well clusters. The sampling devices can be categorized into the following eight basic types.

6.1.1 Down-Hole Collection Devices:

6.1.1.1 Bailers, messenger bailers, or thief samplers (11, 14) are examples of down-hole devices that probably provide valid samples once the well has been flushed. They are not practical for removal of large volumes of water. The devices can be constructed in various shapes and sizes from a variety of materials. They do not subject the sample to pressure extremes.

6.1.1.2 Bailers do expose part of the sample to the atmosphere during withdrawal. Bailers used for sampling of volatile organic compounds should have a sample cock or draft valve in or near the bottom of the sampler allowing withdrawal of a sample from the well below the exposed surface of the water or the first few inches of the sample should be discarded. Suspension lines for bailers and other samplers should be kept off the ground and free of other contaminating materials that could be carried into the well. Down-hole devices are not very practical for use in deep



NOTE—Taken from Ref (5).

FIG. 4 The Principal of Gas Displacement Pumping

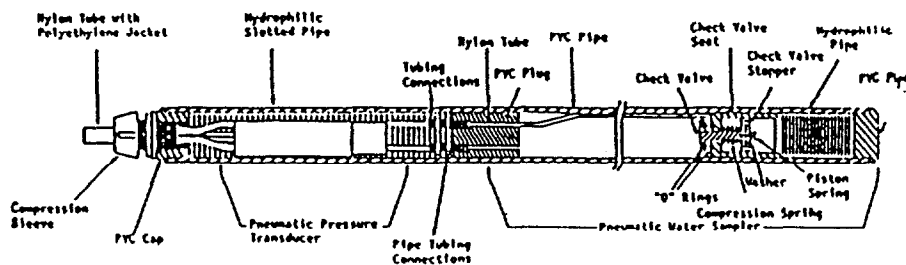
wells. However, potential sample oxidation during transfer of the sample into a collection vessel and time constraints for lowering and retrieval for deep sampling are the primary disadvantages.

6.1.1.3 Three down-hole devices are the single and double check valve bailers and thief samplers. A schematic of a single check valve unit is illustrated in Fig. 1. The bailer may be threaded in the middle so that additional lengths of blank casing may be added to increase the sampling volume. TFE-fluorocarbon or PVC are the most common materials used for construction (15).

6.1.1.4 In operation, the single check valve bailer is lowered into the well, water enters the chamber through the bottom, and the weight of the water column closes the check

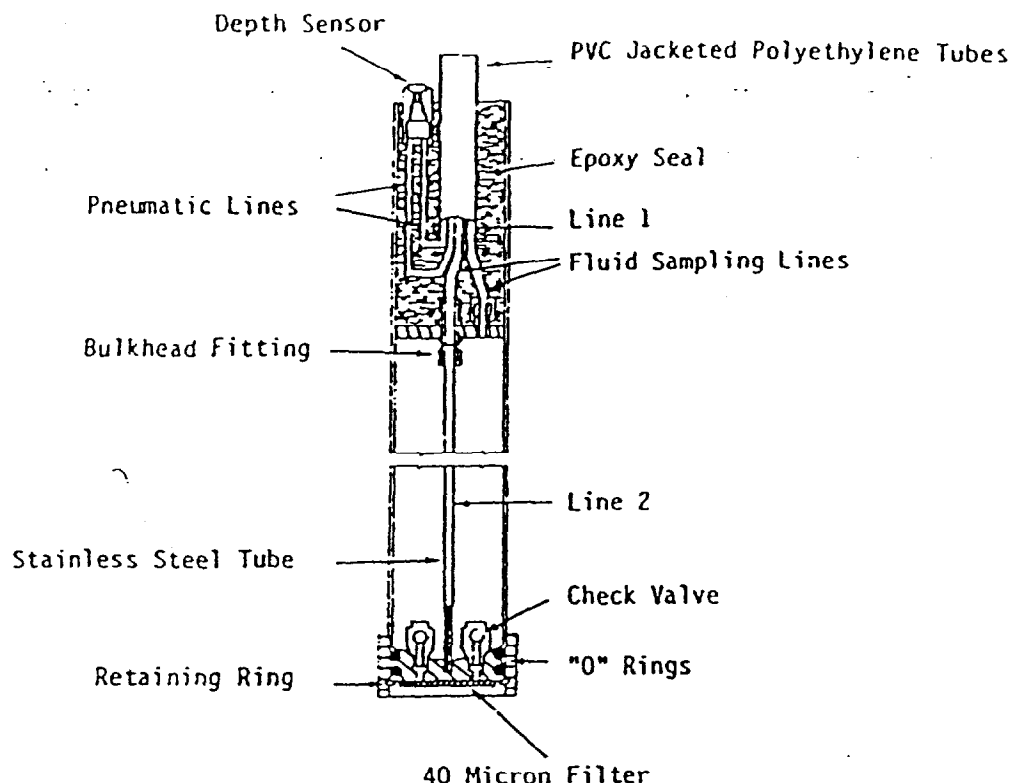
valve upon bailer retrieval. The specific gravity of the ball should be about 1.4 to 2.0 so that the ball almost sits on the check valve seat during chamber filling. Upon bailer withdrawal, the ball will immediately seat without any samples loss through the check valve. A similar technique involves lowering a sealed sample container within a weighted bottle into the well. The stopper is then pulled from the bottle via a line and the entire assembly is retrieved upon filling of the container (14, 16).

6.1.1.5 A double check valve bailer allows point source sampling at a specific depth (15, 17). An example is shown in Fig. 2. In this double check valve design, water flows through the sample chamber as the unit is lowered. A venturi tapered inlet and outlet ensures that water passes freely through the



NOTE—Taken from Ref (41).

FIG. 5 Pneumatic Water Sampler With Internal Transducer



NOTE—Taken from Ref (42).

FIG. 6 Pneumatic Sampler With Externally Mounted Transducer

unit. When a depth where the sample is to be collected is reached, the unit is retrieved. Because the difference between each ball and check valve seat is maintained by a pin that blocks vertical movement of the check ball, both check valves close simultaneously upon retrieval. A drainage pin is placed into the bottom of the bailer to drain the sample directly into a collection vessel to reduce the possibility of air oxidation. The acrylic model in Fig. 2 is threaded at the midsection allowing the addition of threaded casing to increase the sampling volume.

6.1.1.6 Another approach for obtaining point source samples employs a weighted messenger or pneumatic change to "trip" plugs at either end of an open tube (for example, tube water sampler or thief sampler) to close the chamber (18). Foerst, Kemmerer, and Bacon samplers are of this variety (14, 17, 19). A simple and inexpensive pneumatic sampler was recently described by Gillham (20). The device (Fig. 3) consists of a disposable 50 mL plastic syringe modified by sawing off the plunger and the finger grips. The syringe is then attached to a gas-line by means of a rubber stopper assembly. The gas-line extends to the surface, and is used to drive the stem-less plunger, and to raise and lower the syringe into the hole. When the gas-line is pressurized, the rubber plunger is held at the tip of the syringe. The sampler is then lowered into the installation, and when the desired depth is reached, the pressure in the gas-line is reduced to atmospheric (or slightly less) and water enters the syringe. The sampler is then retrieved from the installation and the syringe detached from the gas-line. After the tip is sealed, the syringe is used as a short-term storage container. A number

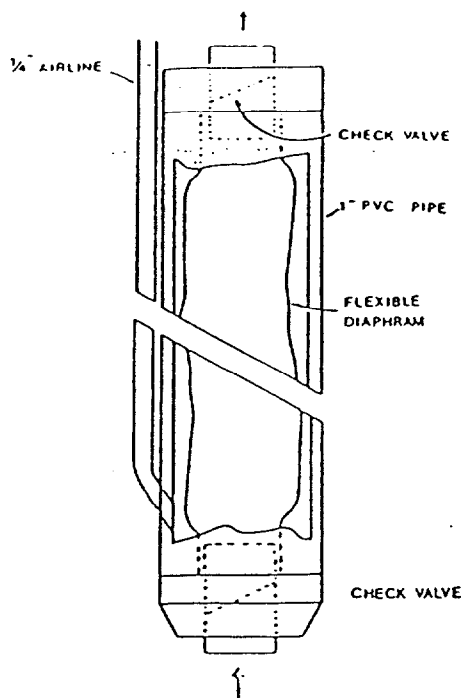
of thief or messenger devices are available in various materials and shapes.

6.1.2 Suction Lift Pumps:

6.1.2.1 Three types of suction lift pumps are the direct line, centrifugal, and peristaltic. A major disadvantage of any suction pump is that it is limited in its ability to raise water by the head available from atmospheric pressure. Thus, if the surface of the water is more than about 25 ft below the pump, water may not be withdrawn. The theoretical suction limit is about 34 ft, but most suction pumps are capable of maintaining a water lift of only 25 ft or less.

6.1.2.2 Many suction pumps draw the water through some sort of volute in which impellers, pistons, or other devices operate to induce a vacuum. Such pumps are probably unacceptable for most sampling purposes because they are usually constructed of common materials such as brass or mild steel and may expose samples to lubricants. They often induce very low pressures around rotating vanes or other such parts such that degassing or even cavitation may occur. They can mix air with the sample via small leaks in the casing, and they are difficult to adequately clean between uses. Such pumps are acceptable for purging of wells, but should not generally be used for sampling.

6.1.2.3 One exception to the above statements is a peristaltic pump. A peristaltic pump is a self-priming, low volume suction pump which consists of a rotor with ball bearing rollers (21). Flexible tubing is inserted around the pump rotor and squeezed by heads as they revolve in a circular pattern around the rotor. One end of the tubing is placed into the well while the other end can be connected



NOTE—Taken from Ref (4).

FIG. 7 Bladder Pump

directly to a receiving vessel. As the rotor moves, a reduced pressure is created in the well tubing and an increased pressure (<40 psi) on the tube leaving the rotor head. A drive shaft connected to the rotor head can be extended so that multiple rotor heads can be attached to a single drive shaft.

6.1.2.4 The peristaltic pump moves the liquid totally within the sample tube. No part of the pump contacts the liquid. The sample may still be degassed (cavitation is unlikely) but the problems due to contact with the pump mechanism are eliminated. Peristaltic pumps do require a fairly flexible section of tubing within the pumphead itself. A section of silicone tubing is commonly used within the peristaltic pumphead, but other types of tubing can be used particularly for the sections extending into the well or from the pump to the receiving container. The National Council of the Paper Industry for Air and Stream Improvement (22) recommends using medical grade silicone tubing for organic sampling purposes as the standard grade uses an organic vulcanizing agent which has been shown to leach into samples. Medical grade silicone tube is, however, limited to use over a restricted range of ambient temperatures. Various manufacturers offer tubing lined with TFE-fluorocarbon or Viton³ for use with their pumps. Gibb (1, 8) found little difference between samples withdrawn by a peristaltic pump and those taken by a bailer.

6.1.2.5 A direct method of collecting a sample by suction consists of lowering one end of a length of plastic tubing into the well or piezometer. The opposite end of the tubing is connected to a two way stopper bottle and a hand held or

mechanical vacuum pump is attached to a second tubing leaving the bottle. A check valve is attached between the two lines to maintain a constant vacuum control. A sample can then be drawn directly into the collection vessel without contacting the pump mechanism (5, 23, 24).

6.1.2.6 A centrifugal pump can be attached to a length of plastic tubing that is lowered into the well. A foot valve is usually attached to the end of the well tubing to assist in priming the tube. The maximum lift is about 4.6 m (15 ft) for such an arrangement (23, 25, 26).

6.1.2.7 Suction pump approaches offer a simple sample retrieval method for shallow monitoring. The direct line method is extremely portable though considerable oxidation and mixing may occur during collection. A centrifugal pump will agitate the sample to an even greater degree although pumping rates of 19 to 151 Lpm (5 to 40 gpm) can be attained. A peristaltic pump provides a lower sampling rate with less agitation than the other two pumps. The withdrawal rate of peristaltic pumps can be carefully regulated by adjustment of the rotor head revolution.

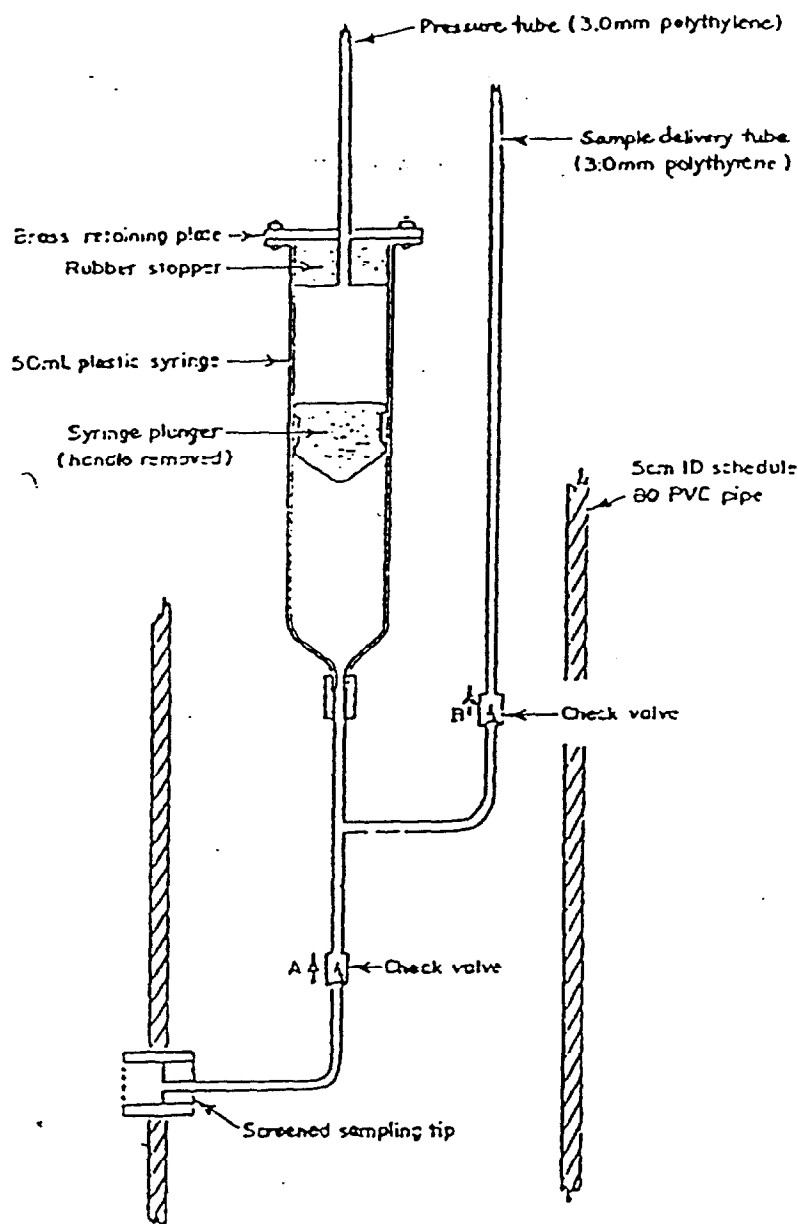
6.1.2.8 All three systems can be specially designed so that the water sample contacts only the TFE fluorocarbon or silicone tubing prior to sample bottle entry. Separate tubing is recommended for each well or piezometer sampled.

6.1.3 Electric Submersible Pumps:

6.1.3.1 A submersible pump consists of a sealed electric motor that powers a piston or helical single thread worm at a high rpm. Water is brought to the surface through an access tube. Such pumps have been used in the water well industry for years and many designs exist (5, 26).

6.1.3.2 Submersible pumps provide relatively high discharge rates for water withdrawal at depths beyond suction

³ Viton is a trademark of E. I. du Pont de Nemours & Co., Wilmington, DE 19898 and has been found suitable for this purpose.



NOTE—Taken from Ref (48).

FIG. 8 Positive Displacement Syringe Pump

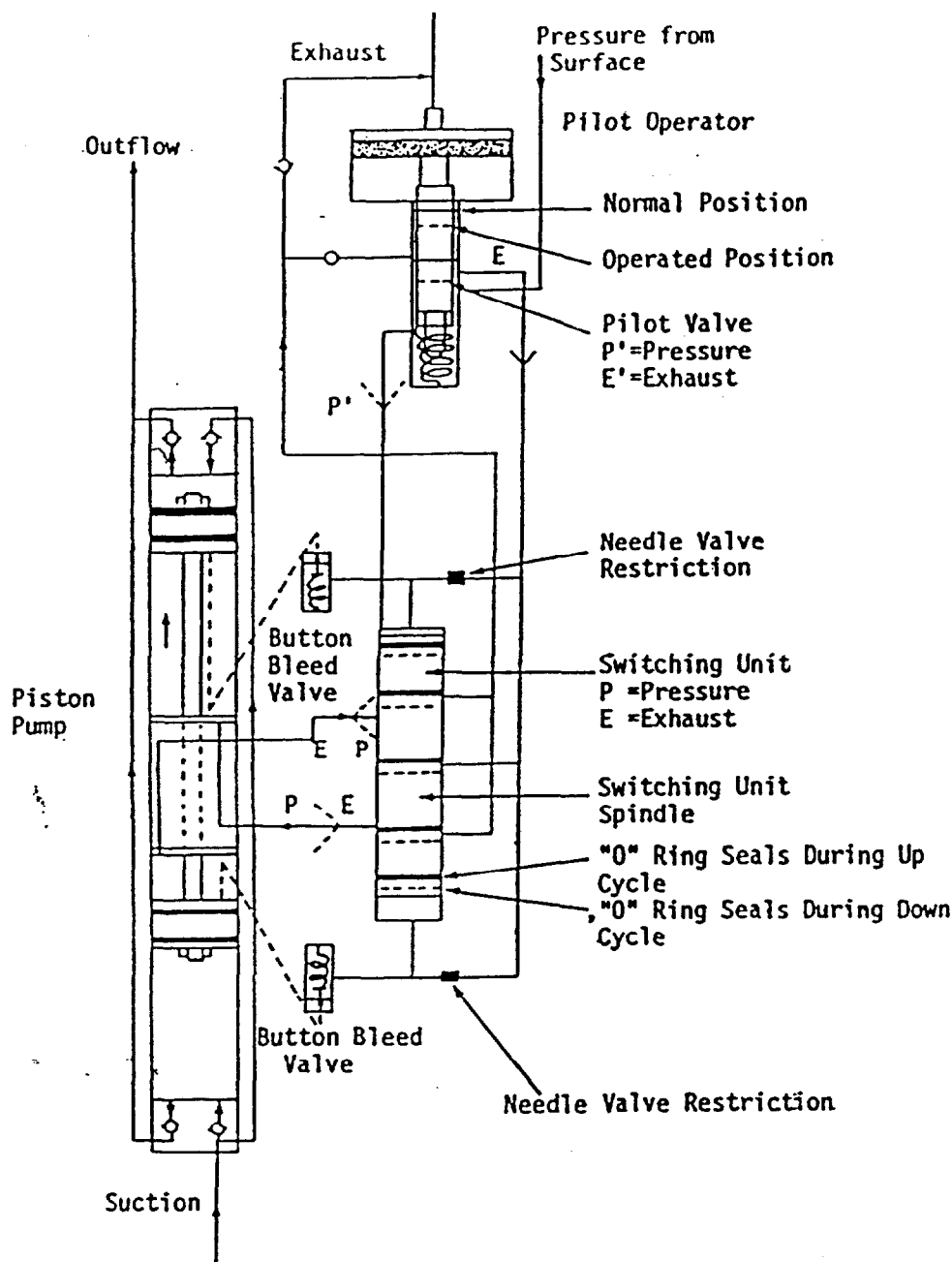
lift capabilities. A battery operated unit 3.6 cm (1.4 in.) in diameter and with a 4.5 Lpm (1.2 gpm) flow rate at 33.5 m (110 ft) has been developed (27). Another submersible pump has an outer diameter of 11.4 cm (4.5 in.) and can pump water from 91 m (300 ft). Pumping rates vary up to 53.0 Lpm (14 gpm) depending upon the depth of the pump (28).

6.1.3.3 A submersible pump provides higher extraction rates than many other methods. Considerable sample agitation results, however, in the well and in the collection tube during transport. The possibility of introducing trace metals into the sample from pump materials also exists. Steam cleaning of the unit followed by rinsing with unchlorinated, deionized water is suggested between sampling when analysis for organics in the parts per million (ppm) or parts per billion (ppb) range is required (29).

6.1.4 Gas-Lift Pumps:

6.1.4.1 Gas-lift pumps use compressed air to bring a water sample to the surface. Water is forced up an eductor pipe that may be the outer casing or a smaller diameter pipe inserted into the well annulus below the water level (30, 31).

6.1.4.2 A similar principle is used for a unit that consists of a small diameter plastic tube perforated in the lower end. This tube is placed within another tube of slightly larger diameter. Compressed air is injected into the inner tube; the air bubbles through the perforations, thereby lifting the water sample via the annulus between the outer and inner tubing (32). In practice, the eductor line should be submerged to a depth equal to 60 % of the total submerged eductor length during pumping (26). A 60 % ratio is considered optimal although a 30 % submergence ratio is adequate.



NOTE—Taken from Ref (49).

FIG. 9 Gas Driven Piston Pump

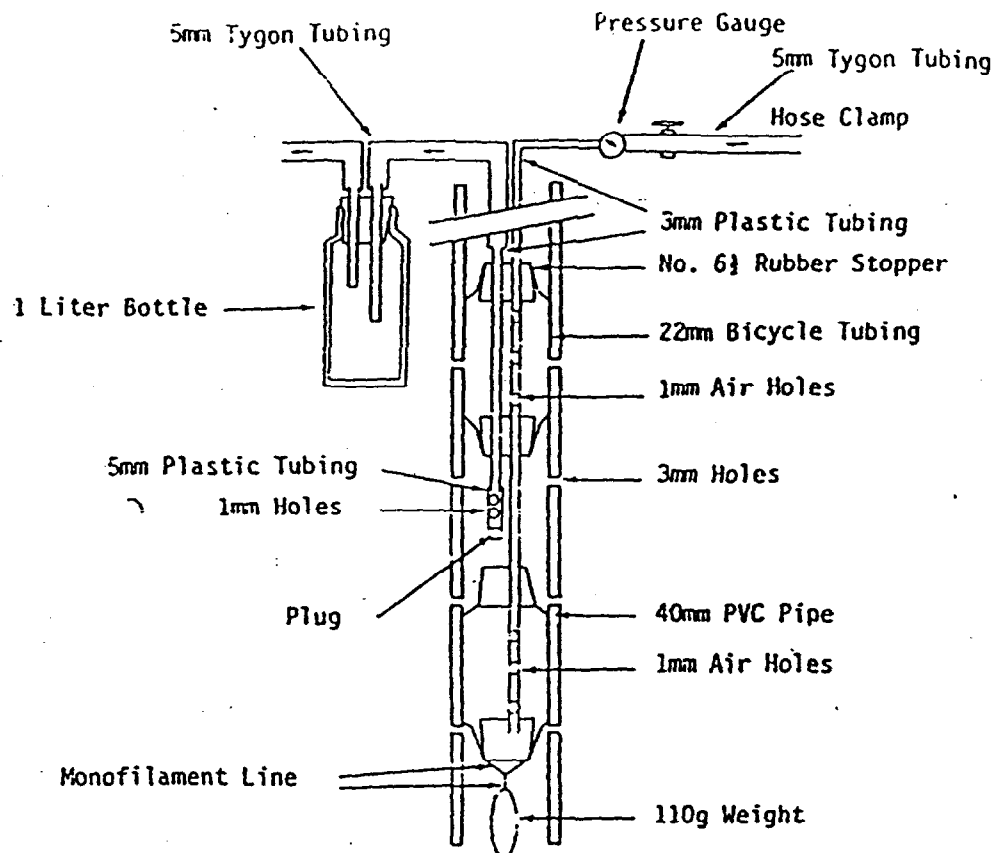
6.1.4.3 The source of compressed gas may be a hand pump for depths generally less than 7.6 m (25 ft). For greater depths, air compressors, pressurized air bottles, and air compressed from an automobile engine have been used.

6.1.4.4 As already mentioned, gas-lift methods result in considerable sample agitation and mixing within the well, and cannot be used for samples which will be tested for volatile organics. The eductor pipe or weighted plastic tubing is a potential source of sample contamination. In addition, Gibb (8) uncovered difficulties in sampling for inorganics. These difficulties were attributed to changes in redox, pH,

and species transformation due to solubility constant changes resulting from stripping, oxidation, and pressure changes.

6.1.5 Gas Displacement Pumps:

6.1.5.1 Gas displacement or gas drive pumps are distinguished from gas-lift pumps by the method of sample transport. Gas displacement pumps force a discrete column of water to the surface via mechanical lift without extensive mixing of the pressurized gas and water as occurs with air-lift equipment. The principle is shown schematically in Fig. 1. Water fills the chamber. A positive pressure is applied to the



NOTE—Taken from Ref (53).

FIG. 10 Packer Pump Arrangement

gas line closing the sampler check valve and forcing water up the sample line. By removing the pressure the cycle can be repeated. Vacuum can also be used in conjunction with the gas (30). The device can be permanently installed in the well (33, 34, 35) or lowered into the well (36, 37).

6.1.5.2 A more complicated two stage design constructed of glass with check valves made of TFE-fluorocarbon has been constructed (38, 39). The unit was designed specifically for sample testing for trace level organics. Continuous flow rates up to 2.3 Lpm (0.6 gpm) are possible with a 5.1 cm (2 in.) diameter unit.

6.1.5.3 Gas displacement pumps have also been developed with multiple functions. The water sample in Fig. 5 provides piezometric data measurements with an internally mounted transducer (40). A sample with its transducer exposed externally for piezometric measurements is illustrated in Fig. 6 (41). The sensor can activate the gas source at the surface to cause sample chamber pressurization at the predetermined depth. Another design can be used as a water sampler or as a tool for injecting brine or other tracers into a well (42).

6.1.5.4 Gas displacement pumps offer reasonable potential for preserving sample integrity because little of the driving gas comes in contact with the sample as the sample is conveyed to the surface by a positive pressure. There is, however, a potential loss of dissolved gasses or contamination from the driving gas and the housing materials.

6.1.6 Bladder Pumps:

6.1.6.1 Bladder pumps, also referred to as gas-operated squeeze pumps, consist of a flexible membrane enclosed by a rigid housing. Water enters the membrane through a check valve in the vessel bottom; compressed gas injected into the cavity between the housing and bladder forces the sample through a check valve at the top of the membrane and into a discharge line (Fig. 7). Water is prevented from re-entering the bladder by the top check valve. The process is repeated to cycle the water to the surface. Samples taken from depths of 30.5 m (100 ft) have been reported.

6.1.6.2 A variety of design modifications and materials are available (43, 44). Bladder materials include neoprene, rubber, ethylene propylene terpolymer (E.P.T.), nitrile, and the fluorocarbon Viton.³ A bladder made of TFE-fluorocarbon is also under development (45). Automated sampling systems have been developed to control the time between pressurization cycles (46).

6.1.6.3 Bladder pumps provide an adaptable sampling tool due primarily to the number of bladder shapes that are feasible. These devices have a distinct advantage over gas displacement pumps in that there is no contact with the driving gas. Disadvantages include the large gas volumes required, low pumping rates, and potential contamination from many of the bladder materials, the rigid housing, or both.

6.1.7 Gas Driven Piston Pumps:

6.1.7.1 A simple and inexpensive example of a gas driven piston pump is a syringe pump (47). The pump (Fig. 8) is constructed from a 50 mL plastic syringe with plunger stem removed. The device is connected to a gas line to the surface and the sample passes through a check valve arrangement to a sampling container at the surface. By successively applying positive and negative pressure to the gas-line, the plunger is activated driving water to the surface.

6.1.7.2 A double piston pump powered by compressed air is illustrated in Fig. 9. Pressurized gas enters the chamber between the pistons; the alternating chamber pressurization activates the piston which allows water entry during the suction stroke of the piston and forces the sample to the surface during the pressure stroke (48). Pumping rates between 9.5 and 30.3 L/hr (2.5 to 8 gal/hr) have been reported from 30.5 m (100 ft). Depths in excess of 457 m (1500 ft) are possible.

6.1.7.3 The gas piston pump provides continuous sample withdrawal at depths greater than is possible with most other approaches. Nevertheless, contribution of trace elements from the stainless steel and brass is a potential problem and the quantity of gas used is significant.

6.1.8 Packer Pump Arrangement:

6.1.8.1 A packer pump arrangement provides a means by which two expandable "packers" isolate a sampling unit between two packers within a well. Since the hydraulic or pneumatic activated packers are wedged against the casing wall or screen, the sampling unit will obtain water samples only from the isolated well portion. The packers are deflated for vertical movement within the well and inflated when the desired depth is attained. Submersible, gas lift, and suction pumps can be used for sampling. The packers are usually constructed from some type of rubber or rubber compound (48, 49, 50, 51). A packer pump unit consisting of a vacuum sampler positioned between two packers is illustrated in Fig. 10 (52).

6.1.8.2 A packer assembly allows the isolation of discrete sampling points within a well. A number of different samplers can be situated between the packers depending upon the analytical specifications for sample testing. Vertical movement of water outside the well casing during sampling is possible with packer pumps but depends upon the pumping rate and subsequent disturbance. Deterioration of the expandable materials will occur with time with the increased possibility of undesirable organic contaminants contributing to the water sample.

7. Sample Containers and Preservation

7.1 Complete and unequivocal preservation of samples, whether domestic wastewater, industrial wastes, or natural waters, is practically impossible. At best, preservation techniques only retard the chemical and biological changes that inevitably continue after the sample is removed from the source. Therefore, insuring the timely analysis of a sample should be one of the foremost considerations in the sampling plan schedule. Methods of preservation are somewhat limited and are intended to retard biological action, retard hydrolysis of chemical compounds and complexes, and reduce the volatility of constituents. Preservation methods are generally limited to pH control, chemical addition, refrigeration and freezing. For water samples, immediate

refrigeration just above freezing (4°C in wet ice) is often the best preservation technique available, but it is not the only measure nor is it applicable in all cases. There may be special cases where it might be prudent to include a recording thermometer in the sample shipment to verify the maximum and minimum temperature to which the samples were exposed. Inexpensive devices for this purpose are available.

7.2 All bottles and containers must be specially pre-cleaned, pre-labelled, and organized in ice-chests (isolating samples and sampling equipment from the environment) before one goes into the field. Otherwise, in any comprehensive program utter chaos usually develops in the field or laboratory. The time in the field is very valuable and should be spent on taking field notes, measurements, and in documenting samples, not on labelling and organizing samples. Therefore, the sampling plan should include clear instructions to the sampling personnel concerning the information required in the field data record logbook (notebook), the information needed on container labels for identification, the chain-of-custody protocols, and the methods for preparing field blanks and spiked samples. Example of detailed plans and documentation procedures have been published (14, 53).

7.3 The exact requirements for the volumes of sample needed and the number of containers to use may vary from laboratory to laboratory. This will depend on the specific analyses to be performed, the concentration levels of interest, and the individual laboratory protocols. The manager of the sampling program should make no assumptions about the laboratory analyses. He should discuss the analytical requirements of the sampling program in detail with the laboratory coordinator beforehand. This is especially the case since some analyses and preservation measures must be performed at the laboratory as soon as possible after the samples arrive. Thus, appropriate arrangements must be made.

7.4 There are a number of excellent references available which list the containers and preservation techniques appropriate for water and soils (13, 14, 50, 54, 55, 56). The "Handbook for Sampling and Sample Preservation of Water and Wastewater" is an excellent reference and perhaps the most comprehensive one (14). Some of this information is summarized in Table 1.

7.5 Sample containers for trace organic samples require special cleaning and handling considerations (57). The sample container for purgeable organics consist of a screw-cap vial (25 to 125 mL) fitted with a TFE-fluorocarbon faced silicone septum. The vial is sealed in the laboratory immediately after cleaning and is only opened in the field just prior to pouring sample into it. The water sample then must be sealed into the vial headspace free (no air bubbles) and immediately cooled (4°C) for shipment. Multiple samples (usually about four taken from one large sample container) are taken because leakage of containers may cause losses, may allow air to enter the containers, and may cause erroneous analysis of some constituents. Also, some analyses are best conducted on independent protected samples.

7.6 The purgeable samples must be analyzed by the laboratory within 14 days after collection, unless they are to be analyzed for acrolein or acrylonitrile (in which case they are to be analyzed within 3 days). For samples for solvent extractions (extractable organics-base neutrals, acids and

pesticides), the sample bottles are narrow mouth, screw cap quart bottles or half-gallon bottles that have been precleaned, rinsed with the extracting organic solvent and oven dried at 105°C for at least 1 h. These bottles must be sealed with TFE-fluorocarbon lined caps (Note). Samples for organic extraction must be extracted within 7 days and analyzed within 30 days after extraction. Special pre-cleaned, solvent rinsed and oven-dried stainless steel beakers (one for each monitoring well) may be used for transferring samples from the sampling device to the sample containers.

NOTE—When collecting samples, the bottles should not be overfilled or prerinsed with sample before filling because oil and other materials may remain in the bottle. This can cause erroneously high results.

7.7 For a number of groundwater parameters, the most meaningful measurements are those made in the field at the time of sample collection or at least at an on-site laboratory. These include the water level in the well and parameters that sometimes can change rapidly with storage. A discussion of the various techniques for measuring the water level in the well is contained in a NCASI publication (5) and detailed procedures are outlined in a U.S. Geological Survey publication (58). Although a discussion of these techniques is beyond the scope of this guide, it is important to point out that accurate measurements must be made before a well is flushed or only after it has had sufficient time to recover. Parameters that can change rapidly with storage include specific conductance, pH, turbidity, redox potential, dissolved oxygen, and temperature. For some of the other

parameters, the emphasis in groundwater monitoring is on the concentration of each specific dissolved component, not the total concentration of each. Samples for these types of measurements should be filtered through 0.45 µm membrane filters ideally in the field or possibly at an on-site laboratory as soon as possible. Analyses often requiring filtered samples include all metals, radioactivity parameters, total organic carbon, dissolved orthophosphate (if needed), and total dissolved phosphorous (if needed) (13, 14). If metals are to be analyzed, filter the sample prior to acid preservation. For TOC organics, the filter material should be tested to assure that it does not contribute to the TOC. The type or size of the filter to be used is not well understood. However, if results of metal, TOC or other parameters that could be effected by solids are to be compared, the same filtering procedure must be used in each case. Repeated analytical results should state whether the samples were filtered and how they were filtered.

7.8 Shipment and receipt of samples must be coordinated with the laboratory to minimize time in transit. All samples for organic analysis (and many other parameters), should arrive at the laboratory within one day after it is shipped and be maintained at about 4°C with wet ice. The best way to get them to the laboratory in good condition is to send them in sturdy insulated ice chests (coolers) equipped with bottle dividers. 24-h courier service is recommended, if personal delivery service is not practical.

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APPENDIX D
DECONTAMINATION OF SAMPLING
AND MONITORING EQUIPMENT

DECONTAMINATION OF SAMPLING AND
MONITORING EQUIPMENT

TABLE OF CONTENTS

1.0 PURPOSE 2

2.0 SCOPE 2

3.0 DEFINITIONS 2

4.0 RESPONSIBILITIES 2

5.0 PROCEDURES 3

 5.1 Sampling Equipment Decontamination Procedures 3

 5.2 Field Analytical Equipment Decontamination 5

6.0 QUALITY ASSURANCE RECORDS 5

DECONTAMINATION OF SAMPLING AND MONITORING EQUIPMENT

1.0 PURPOSE

The purpose of this SOP is to provide a general methodology and protocol, and to reference information for the proper decontamination of field chemical sampling and analytical equipment.

2.0 SCOPE

This procedure applies to all field sampling equipment including, but not limited to, split-barrel soil samplers (split-spoons), bailers, beakers, trowels, filtering apparatus, and pumps. This procedure should be consulted when decontamination procedures are being developed as part of project-specific plans. Additionally, current USEPA regional procedures and decontamination guidance as well as state guidance should be reviewed.

3.0 DEFINITIONS

Decontamination - Decontamination is the process of removing or neutralizing contaminants which may have accumulated on field equipment. This process ensures protection of personnel from penetrating substances, reduces or eliminates transfer of contaminants to clean areas, prevents mixing of incompatible substances, and minimizes the likelihood of sample cross-contamination.

4.0 RESPONSIBILITIES

Project Manager - It is the responsibility of the Project Manager to ensure that project-specific plans are in accordance with these procedures. Documentation should be developed for areas where project plans deviate from these procedures.

Field Team Leader - It is the responsibility of the Field Team Leader to ensure that these procedures are implemented in the field. The Field Team Leader is responsible for ensuring field personnel performing decontamination activities have been briefed and trained to execute these procedures.

Sampling Personnel - It is the responsibility of field sampling personnel to follow these procedures, or to follow documented, project-specific procedures as directed by the Field Team Leader.

5.0 PROCEDURES

In order to ensure that chemical analysis results reflect actual concentrations present at sampling locations, sampling equipment must be properly decontaminated prior to the field effort, during the sampling program (i.e., between sampling locations) and at the conclusion of the sampling program. This will minimize the potential for cross-contamination between sampling locations and the transfer of contamination off site.

Preferably, sampling equipment should be dedicated to a given sampling location. If this is not possible, equipment must be decontaminated between sampling locations. Sampling personnel also must use disposable gloves and change them between sampling locations.

5.1 Sampling Equipment Decontamination Procedures

Soil and sediment sampling equipment including, but not limited to trowels, beakers, dredges, etc., shall be decontaminated using the following USEPA Region procedures.

The following sections summarize decontamination procedures for USEPA Regions I through IV for overall comparison. Each region should be contacted prior to initiation of sampling activities to assure that the most recent, accepted decontamination procedures are used.

USEPA Region I

Prior to use, all sampling equipment should be carefully cleaned using the following procedure:

1. A dilute hydrochloric acid rinse
2. Deionized water rinse
3. Methanol or acetone rinse; and,
4. Distilled, organic-free water rinse.

For badly contaminated equipment, a hot water detergent wash may be needed prior to the rinse procedure. Additionally, a hexane rinse also may be needed, prior to the final distilled water rinse, when sampling for low-level organic pollutants.

USEPA Region II

Prior to use, all sampling equipment will be decontaminated using the following procedure:

1. Low-phosphate detergent wash (i.e., Alconox or Liquinox)
2. Tap water rinse
3. 10 percent nitric acid solution rinse
4. Tap water rinse
5. Methanol followed by a hexane or an acetone rinse
6. Analyte-free deionized water rinse
7. Air dry
8. Wrap in aluminum foil, shiny side out, for storage or transport

If the samples will not be analyzed for metals, then steps 3 and 4 may be omitted; if samples will not be analyzed for organics, then step 5 may be omitted. All solvents must be pesticide-grade.

USEPA Region III

Prior to use, all sampling equipment will be decontaminated using the following procedure:

1. Potable water rinse
2. Alconox or Liquinox detergent wash
3. Scrubbing, as necessary
4. Potable water rinse
5. 10 percent nitric acid rinse
6. Distilled-deionized water rinse
7. Methanol or hexane rinse
8. Distilled-deionized water rinse
9. Air dry

USEPA Region IV

Prior to use, all sampling equipment will be decontaminated using the following procedures:

1. Clean with tap water and laboratory detergent using a brush if necessary to remove particulate matter and surface films.
 2. Rinse thoroughly with tap water.
 3. Rinse thoroughly with deionized water.
 4. Rinse twice with pesticide grade isopropanol.
 5. Rinse thoroughly with organic-free water and allow to air dry as long as possible.
 6. If organic-free water is not available, allow equipment to air dry as long as possible. Do not rinse with deionized or distilled water.
 7. Wrap with aluminum foil, if appropriate, to prevent contamination if equipment is going to be stored or transported.
- * Portable power augers (such as the Little Beaver®) or large soil boring/drill rigs should be cleaned before boring or drilling operations.

5.2 Field Analytical Equipment Decontamination

Field analytical equipment which may come in direct contact with the sample or sample media, including, but not limited to water level meters, water/product level meters, pH or specific ion probes, specific conductivity probes, thermometers, and/or borehole geophysical probes must be decontaminated before and after use, according to the procedures outlined in Section 5.1, unless manufacturers instructions indicate otherwise. Probes that contact water samples not used for laboratory analyses may be rinsed with distilled water. Probes which make no direct contact (e.g. HNu or OVA probes) will be wiped clean with clean paper towels or an alcohol-saturated cloth.

6.0 QUALITY ASSURANCE RECORDS

Decontamination procedures are monitored through the collection of equipment rinsate samples and field blanks. Collection of these samples shall be specified in the project-specific Sampling and Analysis and Quality Assurance Plans following the requirements of NEESA 20.2-047B. Documentation recorded in the field logbook also shall serve as a quality assurance record.

SOP F502
Revision No.: 1
Date: 1993
Page 6 of 6

7.0 REFERENCES

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APPENDIX E
DECONTAMINATION OF DRILL RIGS AND
MONITORING WELL MATERIALS

**DECONTAMINATION OF DRILLING RIGS
AND MONITORING WELL MATERIALS**

TABLE OF CONTENTS

1.0	PURPOSE
2.0	SCOPE
3.0	DEFINITIONS
4.0	RESPONSIBILITIES
5.0	PROCEDURES
5.1	Equipment
5.2	Decontamination Procedures
6.0	QUALITY ASSURANCE RECORDS
7.0	REFERENCES

DECONTAMINATION OF DRILLING RIGS AND MONITORING WELL MATERIALS

1.0 PURPOSE

The purpose of this SOP is to provide a general reference regarding the proper decontamination of drilling rigs and monitoring well materials used in the performance of field investigations.

2.0 SCOPE

This procedure addresses drilling equipment, test pit equipment (i.e. backhoe) and monitoring well material decontamination and should be consulted during the preparation of project-specific plans. This procedure does not pertain to personnel decontamination, or to chemical sampling or field analytical equipment decontamination.

3.0 DEFINITIONS

Decontamination - Decontamination is the process of removing or neutralizing contaminants which may have accumulated on field equipment. This process ensures protection of personnel from penetrating substances, reduces or eliminates transfer of contaminants to clean areas, prevents mixing of incompatible substances, and minimizes the likelihood of sample cross-contamination.

4.0 RESPONSIBILITIES

Project Manager - It is the responsibility of the Project Manager to ensure that project-specific plans are in accordance with these procedures. Documentation should be developed for areas where project plans deviate from these procedures.

Field Team Leader - It is the responsibility of the Field Team Leader to ensure that these procedures are implemented in the field. The Field Team Leader is responsible for ensuring the field personnel overseeing decontamination activities, and personnel conducting the activities have been briefed and trained to execute these procedures.

Drilling Inspector (Site Geologist, Rig Geologist etc.) - It is the responsibility of the drilling inspector to ensure that the drilling subcontractor follows these, or other project-specific procedures as directed by the Field Team Leader.

5.0 PROCEDURE

The various drilling equipment and materials involved with test boring, test pit excavation, subsurface soil sampling, and monitoring well construction must be properly decontaminated to ensure that chemical analysis results reflect actual concentrations present at sampling locations. These procedures will minimize the potential for cross contamination between sampling locations and the transfer of contamination off site.

5.1 Equipment

All drilling equipment involved in field sampling activities shall be decontaminated prior to drilling, excavation, or sampling activities. Such equipment includes drilling rigs, backhoes, augers, downhole tools, well casings, and screens. Split-spoon soil samplers and other similar soil sampling devices shall be decontaminated according to the procedures given in SOP F502.

5.2 Decontamination Procedures

Prior to drilling, or leaving the site, large equipment not directly utilized for sampling will be decontaminated by steam-cleaning in a designated area. The decontamination procedure consists of steam-cleaning the equipment, using potable water as the steam source, to remove visible signs of soils or wastes, and allowing the equipment to air dry. If necessary, the equipment may be cleaned with a scrub brush andalconox/liquinox-water solution prior to steam cleaning to remove visible signs of contamination.

The steam cleaning area will be designed to contain decontamination wastes and waste waters, and can be a lined, excavated pit or a bermed concrete or asphalt pad. For the latter, a floor-drain must be provided which is connected to a holding tank. A shallow, above-surface tank may be used or a pumping system with discharge to a waste tank may be installed.

At certain sites, due to the type of contaminants or proximity to residences, concerns may exist

about air emissions from steam cleaning operations. These concerns can be alleviated by utilizing one or more of the following practices:

- Locate the steam cleaning area on site to minimize potential impacts.
- Enclose steam cleaning operations. For example, augers and drilling rods can be steam cleaned in drums. Tarpaulins also can be placed around the steam cleaning area to control emissions.

For a given project, the location of the steam cleaning area will be identified in the Sampling and Analysis Plan.

Decontamination wastes will be collected and contained unless otherwise directed by LANTDIV. The eventual disposition of these wastes will be determined on a project-specific basis, but may include on-site treatment and/or transport off site to an approved treatment/disposal facility.

6.0 QUALITY ASSURANCE RECORDS

Rinsate samples may be collected from steam-cleaned equipment as quality assurance records. The frequency of rinsate samples from either drilling tools or well casings/screens shall be specified in the Sampling and Analysis and Quality Assurance Project Plans for a given project, as appropriate. Documentation in the field logbook also shall serve as a quality assurance record of decontamination activities.

7.0 REFERENCES

None.

APPENDIX F
ON-SITE WATER QUALITY TESTING

**ON-SITE WATER QUALITY TESTING
TABLE OF CONTENTS**

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 DEFINITIONS**
- 4.0 RESPONSIBILITIES**
- 5.0 PROCEDURES**
 - 5.1 Measurement of pH
 - 5.2 Measurement of Specific Conductance/Salinity
 - 5.3 Measurement of Temperature
 - 5.4 Measurement of Dissolved Oxygen Concentration
 - 5.5 Turbidity (Secchi Disc)
- 6.0 QUALITY ASSURANCE RECORDS**
- 7.0 REFERENCES**

ON-SITE WATER QUALITY TESTING (FIELD PARAMETERS)

1.0 PURPOSE

This SOP describes the procedures and equipment required to measure the following parameters of an aqueous sample in the field:

- pH
- Specific Conductance (Sc)/Salinity
- Temperature (T)
- Dissolved Oxygen Concentration (DO)
- Turbidity (Secchi Disc)

The first three are the usual field parameters; dissolved oxygen may be used in particular applications according to project requirements.

2.0 SCOPE

These procedures are applicable for use in an on-site water quality monitoring program to be conducted during a Remedial Investigation or Site Investigation at a hazardous or nonhazardous site. The procedures and equipment described are applicable to nearly all aqueous samples, including potable well water, monitoring well water, surface water, leachate and drummed water, etc.

This procedure provides generic information for measuring the parameters listed above with instruments and techniques in common use. Since instruments from different manufacturers may vary, review of the manufacturer's literature pertaining to the use of a specific instrument is required before use.

3.0 DEFINITIONS

Conductance - A measurement of water's capacity for conveying electrical current and is directly related to the concentrations of ionized substances in the water. The units of measurement for conductance (mhos) are the inverse of ohms, the unit commonly used to express resistance. Conductivity and specific conductance are used synonymously.

Electrolytic Cell - An electrochemical cell in which electrical energy is supplied from an external source. This cell functions in much the same way as a galvanic cell, only in the opposite direction due to the external source of applied voltage.

Galvanic Cell - An electrochemical cell in which chemical energy is spontaneously converted to electrical energy. The electrical energy produced is supplied to an external circuit.

Oxidation - The process in which an atom or group of atoms loses electrons to achieve an increasing positive charge.

pH - The negative logarithm (base 10) of the hydrogen ion activity. The hydrogen ion activity is related to the hydrogen ion concentration, and, in a relatively weak solution, the two are nearly equal. Thus, for all practical purposes, pH is a measure of the hydrogen ion concentration. The range of pH is 0 to 14 standard units.

Resistance - A measure of the solution's ability to oppose the passage of electrical current. For metals and solutions, resistance is defined by Ohm's Law, $E = IR$, where E is the potential difference (in units of volts), I is the current (in units of Amperes), and R is the resistance (in units of ohms).

Secchi disc - A metal disc having four quadrants, two opposing ones painted black and the other two either white or unpainted. The Secchi disc is used to measure turbidity based on the depth of light penetration.

Turbidity - An optical property of water that causes light to be scattered or absorbed in the water, resulting in decrease in water transparency. It is a function of at least three variables: 1) dissolved chemicals, such as tannins, acids, or salts; 2) suspended particles, such as silt, clay, and organic matter; and, 3) density of microbial and planktonic life.

Salinity refers to the total amount of soluble salts in water, either naturally or added to the environment as pollutants.

4.0 RESPONSIBILITIES

Project Manager - The Project Manager is responsible for ensuring that project-specific plans are in accordance with these procedures, where applicable, or that other, approved procedures are developed. The Project Manager is responsible for determining which on-site water quality measurements shall be made, the data quality objectives (DQOs) for these measurements, and for ensuring that these measurements are made in accordance with project-specific plans.

Field Team Leader - The Field Team Leader is responsible for determining that these water quality measurement procedures are implemented in the field in accordance with this SOP, or in accordance with project-specific plans, and to ensure that personnel performing sampling activities have been briefed and trained to execute these procedures.

Sampling Personnel - It is the responsibility of the field sampling personnel to follow these procedures for collecting on-site water quality measurements including instrument calibration, quality control and recording of results, as well as care and maintenance of the instruments in the field.

5.0 PROCEDURES

The following sections provide general procedures for collecting pH, specific conductance/salinity, temperature, dissolved oxygen concentration and turbidity measurements.

5.1 Measurement of pH

Measurement of pH is one of the most important and frequently used tests in water chemistry. Practically every phase of water supply and wastewater treatment, such as acid-base neutralization, water softening, and corrosion control, is pH dependent. Likewise, the pH of leachate can be correlated with other chemical analyses to determine the probable source of contamination. It is therefore important that reasonably accurate pH measurements be taken.

Measurements of pH also can be used to check the quality and corrosivity of soil and solid waste samples. However, these samples must be immersed in water prior to analysis; specific measurement techniques for solids are not described here.

Two methods are given for pH measurement: the pH meter and pH indicator paper. The indicator paper is used when only a rough estimate of the pH is required; the pH meter is used when a more accurate measurement is needed. The response of a pH meter can be affected to a slight degree by high levels of colloidal or suspended solids, but the effect is usually small and generally of little significance. Consequently, specific methods to overcome this interference are not described. The response of pH paper is unaffected by solution interferences from color, turbidity, colloidal or suspended materials unless extremely high levels capable of coating or masking the paper are encountered. In most cases, use of a pH meter will be required.

5.1.1 Principles of Equipment Operation

Use of pH papers for pH measurement relies on a chemical reaction caused by the acidity or alkalinity of the solution with the indicator compound on the paper. Depending on the indicator and the pH range of interest, a variety of different colors can be used. Typical indicators are weak acids or bases, or both. Process chemistry and molecular transformations leading to the color change are variable and complex.

Use of a pH meter relies on the same principle as other ion-specific electrodes. Measurement relies on the establishment of a potential difference across a glass or other type of membrane. The membrane is conductive to ionic species and, in combination with a standard or reference electrode, a potential difference proportional to hydrogen ion concentration can be generated and measured.

5.1.2 Equipment

The following equipment and reagents are needed for taking pH measurements:

- Portable pH meter, or pH indicator paper, such as Mydrion or Alkacid, to cover the pH range 2 through 12.

- Laboratory-prepared buffer solutions of pH 4, 7 and 10, or other buffers which bracket the expected pH range.

5.1.3 Measurement Techniques for Field Determination of pH

A. pH Meter

Standardization, calibration, and operation and maintenance shall be performed according to the manufacturers instructions. The following procedure is used for measuring pH with a pH meter:

1. The batteries and instrument shall be checked and calibrated prior to initiation of the field effort.
2. The accuracy of the buffer solutions used for field and laboratory calibration shall be checked. Buffer solutions need to be changed often due to degradation upon exposure to the atmosphere.
3. Immerse the tip of the electrodes in water overnight. If this is not possible due to field conditions, immerse the electrode tip in water for at least an hour before use. The electrode tip may be immersed in a rubber or plastic sack containing buffer solution for field transport or storage. This is not applicable for all electrodes as some must be stored dry.
4. Make sure all electrolyte solutions within the electrode(s) are at their proper levels and that no air bubbles are present within the electrode(s).
5. Immerse the electrode(s) in a pH-7 buffer solution.
6. Adjust the temperature compensator to the proper temperature (on models with automatic temperature adjustment, immerse the temperature probe into the buffer solution). It is best to maintain the buffer solution at or near expected sample temperature before calibration, if possible.
7. Adjust the pH meter to read 7.0.

8. Remove the electrode(s) from the buffer and rinse well with distilled-deionized water. Immerse the electrode(s) in pH-4 or 10 buffer solution (depending on the expected pH of the sample) and adjust the slope control to read the appropriate pH. For best results, the standardization and slope adjustments shall be repeated at least once.
9. Immerse the electrode(s) in the unknown solution, slowly stirring the probe until the pH stabilizes. Stabilization may take several seconds to minutes. If the pH continues to drift, the sample temperature may not be stable, a chemical reaction (e.g., degassing) may be taking place in the sample, or the meter or electrode may be malfunctioning. This must be clearly noted in the logbook.
10. After adjusting the temperature compensator to the sample temperature, read and record the pH of the solution. The pH value shall be recorded to the nearest 0.1 pH unit. Also record the sample temperature. All measurements shall be recorded in the Field Logbook.
11. Upon completion of measurement and removal of the electrode from the sample, the electrode shall be thoroughly rinsed with deionized water.
12. The electrode(s) shall remain immersed in deionized water when not in use.

The sample used for pH measurement shall never be saved for subsequent conductivity or chemical analysis. All pH electrodes leak small quantities of electrolytes (e.g., sodium or potassium chloride) into the solution. Precipitation of saturated electrolyte solution within the electrode, especially at colder temperatures, or in cold water, may result in slow electrode response. Any visual observation of conditions which may interfere with pH measurement, such as oily materials, or turbidity, shall be noted in the Field Logbook.

B. pH Paper

Use of pH paper is very simple and requires no sample preparation, standardization, etc. pH paper is available in several ranges, including wide-range (indicating approximately pH 1 to 12), mid-range (approximately pH 0 to 6, 6 to 9, or 8 to 14) and narrow-range (many available, with ranges as narrow as 1.5 pH units). The appropriate range of pH paper shall be selected. If the pH is unknown the investigation shall start with wide-range paper.

5.2 Measurement of Specific Conductance/Salinity

Conductance provides a measure of dissolved ionic species in water and can be used to suggest the direction and extent of migration of contaminants in groundwater or surface water. Salinity refers to the total amount of soluble salts in water, either naturally or added to the environment as pollutants. One basic measure of salinity is the ability of water to conduct electric current, and, therefore, a measurement of specific conductance provides a measurement of salinity and the same instrument can be used. Salinity measurements are important in ecological field investigations because flora and fauna can be limited in their distribution based on the salinity of the sampled waters.

Conductivity is a numerical expression of the ability of a water sample to carry an electric current. This value depends on the total concentration of the ionized substances dissolved in the water and the temperature at which the measurement is made. The mobility of each of the various dissolved ions, their valences, and their actual and relative concentrations affect conductivity.

It is important to obtain a specific conductance and salinity measurement soon after taking a sample, since temperature changes, precipitation reactions, and absorption of carbon dioxide from the air all affect the specific conductance.

5.2.1 Principles of Equipment Operation

An aqueous system containing ions will conduct an electric current. In a direct-current field, the positive ions (cations) migrate toward the negative electrode (cathode), while the negatively charged ions (anions) migrate toward the positive electrode (anode). Most

inorganic acids, bases and salts (such as hydrochloric acid, sodium carbonate, or sodium chloride, respectively) are relatively good conductors. Conversely, organic compounds such as sucrose or benzene, which do not disassociate in aqueous solution, conduct a current very poorly, if at all.

A conductance cell and a Wheatstone Bridge (for the measurement of potential difference) may be used for measurement of electrical resistance. The ratio of current applied to voltage across the cell also may be used as a measure of conductance. The core element of the apparatus is the conductivity cell containing the solution of interest. Depending on ionic strength of the aqueous solution to be tested, a potential difference is developed across the cell which can be converted directly or indirectly (depending on instrument type) to a measurement of specific conductance.

5.2.2 Equipment

A portable conductivity meter, probe and thermometer are needed for taking specific conductance and salinity measurements. A variety of conductivity meters are available which also may be used to monitor salinity and temperatures. Probe types and cable lengths vary, so equipment may be obtained to meet the specific requirements of the sampling program.

5.2.3 Measurement Techniques for Specific Conductance/Salinity

Standardization, calibration, and operation and maintenance shall be performed according to manufacturers instructions. The steps involved in taking specific conductance and salinity measurements are listed below.

1. Check batteries and calibrate instrument before going into the field.
2. Calibrate the instrument daily when used. Potassium chloride solutions with a specific conductance closest to the values expected in the field shall be used. Calibration information shall be recorded in the field logbook.
3. Rinse the cell with one or more portions of the sample to be tested or with deionized water.

4. Immerse the electrode in the sample and measure the conductivity and salinity. If specified, adjust the temperature setting to the sample temperature.
5. Read and record the results on the Calibration Form (in the absence of the Calibration Form, the Field Logbook will be used).
6. If the meter does not compensate for temperature variations, the corrections given in Attachment A shall be applied.
7. On some meters, specific conductivity and salinity measurements may need to be reported with the associated temperature measurement. If the conductivity and salinity has been corrected, the measurements shall be reported as "corrected to 25°C." (See Attachment A)
 - a. Do not take readings if the sample temperature is less than 10° C, because the calibration curve no longer follows a straight line below this temperature. If necessary, heat the sample in your vehicle to at least 10° C.
 - b. Measure the sample temperature to the nearest 0.1° C to comply with SW-846.
 - c. Only report results to the nearest two significant digits for the most circumstances, because of the inherent inaccuracy in the test and conversion procedure.

examples:

- a calculated reading of 2353 umhos/cm @ 25° C should be reported as 2400 umhos/cm @ 25° C
- a calculated reading of 2325 should be reported as 2300
- a calculated reading of 337 should be reported as 340
- etc.

5.3 Measurement of Temperature

In combination with other parameters, temperature can be a useful indicator of the likelihood of biological action in a water sample. It can also be used to trace the flow direction of

contaminated groundwater. Temperature measurements shall be taken in-situ, or as quickly as possible in the field prior to sample collection. Collected water samples may rapidly equilibrate with the temperature of their surroundings.

5.3.1 Equipment

Temperature measurements may be taken with Thermistor, alcohol-toluene, mercury or bimetal thermometers. In addition, various meters such as specific conductance or dissolved oxygen meters, which have temperature measurement capabilities, may also be used. Using such instrumentation along with suitable probes and cables, in-situ measurements of temperature can be performed.

5.3.2 Measurement Techniques for Water Temperature

If a thermometer is used on a collected water sample:

- Immerse the thermometer in the sample until temperature equilibrium is obtained (1-3 minutes). To avoid the possibility of contamination, the thermometer shall not be inserted into samples which will undergo subsequent chemical analysis.
- Record values in a Field Logbook to the nearest 0.5 or 0.1°C, depending on the measurement device used.

If a temperature meter or probe is to be used, the instrument shall be calibrated according to the manufacturer's recommendations with an approved thermometer.

5.4 Measurement of Dissolved Oxygen Concentration

Dissolved oxygen (DO) levels in natural water and wastewater depend on the physical, chemical and biochemical activities in the water body. Conversely, the growth of many aquatic organisms, as well as the rate of corrosivity, are dependent on the dissolved oxygen concentration. Thus, analysis for dissolved oxygen is a key test in water pollution and waste treatment process control. If at all possible, DO measurements shall be taken in-situ, since concentration may show a large change in a short time, if the sample is not adequately preserved.

The method discussed here is limited to the use of dissolved oxygen meters only. Chemical methods of analysis (i.e., Winkler methods) are available, but require more equipment and greater sample manipulation. Furthermore, DO meters, using a membrane electrode, are suitable for highly polluted waters, because the probe is completely submersible. DO meters also are free from interference caused by color, turbidity, colloidal material or suspended matter.

5.4.1 Principles of Equipment Operation

Dissolved oxygen probes normally are electrochemical cells that have two solid metal electrodes of different potential immersed in an electrolyte. The electrolyte is retained by an oxygen-permeable membrane. The metal of higher nobility (the cathode) is positioned at the membrane. When a suitable potential exists between the two metals, reduction of oxygen to hydroxide ion (OH) occurs at the cathode surface. An electrical current is developed directly proportional to the rate of arrival of oxygen molecules at the cathode.

Since the current produced in the probe is directly proportional to the rate of arrival of oxygen at the cathode, it is important that a fresh supply of sample always be in contact with the membrane. Otherwise, the oxygen in the aqueous layer along the membrane is quickly depleted and false low readings are obtained. It is therefore necessary to stir the sample (or the probe) constantly to maintain fresh solution near the membrane interface. Stirring, however, shall not be so vigorous that additional oxygen is introduced through the air-water interface at the sample surface. To avoid this possibility, some probes are equipped with stirrers to agitate the solution near the probe, but to leave the surface of the solution undisturbed.

Dissolved oxygen probes are relatively free of interferences. Interferences that can occur are reactions with oxidizing gases (such as chlorine) or with gases such as hydrogen sulfide which are not easily depolarized from the indicating electrode. If gaseous interference is suspected, it shall be noted in the Field Logbook and checked if possible. Temperature variations also can cause interference because probes exhibit temperature sensitivity. Automatic temperature compensation normally is provided by the manufacturer. Attachment B presents variations of DO in water as a function of temperature and salinity.

5.4.2 Equipment

The following, similar or equivalent, equipment is needed to measure dissolved oxygen concentration:

- YSI Model 56 dissolved oxygen monitor (or equivalent).
- Dissolved oxygen/temperature probe.
- Sufficient cable to allow the probe to contact the sample.

5.4.3 Measurement Techniques for Dissolved Oxygen Determination

Probes differ as to specifics of use. Follow the manufacturer's instructions to obtain an accurate reading. The following general steps shall be used to measure the dissolved oxygen concentration.

1. Calibrate equipment and check batteries in the laboratory before going to the field.
2. The probe shall be conditioned in a water sample for as long as practical before use in the field. Long periods of dry storage followed by short periods of use in the field may result in inaccurate readings.
3. The instrument shall be calibrated in the field before each measurement or group of closely spaced measurements by placing the probe in a water sample of known dissolved oxygen concentration (i.e., determined by Winkler method) or in a freshly air-saturated water sample of known temperature. Dissolved oxygen values for air-saturated water can be determined by consulting a table listing oxygen solubilities as a function of temperature and salinity (see Attachment B).
4. Immerse the probe in the sample. Be sure to provide for sufficient flow past the membrane, either by stirring the sample, or placing the probe in a flowing stream. Probes without stirrers which are placed in wells should be moved up and down.
5. Record the dissolved oxygen content and temperature of the sample in a Field Logbook.

6. Recalibrate the probe when the membrane is replaced, or following similar maintenance, or as needed. Follow the manufacturer's instructions.

Note that in-situ placement of the probe is preferable, since sample handling is not involved. This, however, may not always be practical. Be sure to record whether the liquid was analyzed in-situ, or whether a sample was taken.

Special care shall be taken during sample collection to avoid turbulence which can lead to increased oxygen dissolution and positive test interferences.

5.5 Measurement of Turbidity Using a Secchi Disc

In combination with other parameters, turbidity can be a useful indicator of the likelihood of biological action in a water body. It can be used to determine the depth of light penetration of surface water and the distribution and intensity of photosynthesis in the body of water. Turbidity measurements shall be taken in-situ with a Secchi disc.

5.5.1 Equipment

Turbidity measurements may be taken with a Secchi disc. In addition, turbidity may be measured using a colimeter or a spectrophotometer. These are ex-situ measurements conducted in a laboratory environment.

5.5.2 Measurement Techniques for Turbidity

Observations must be made through a shaded area of water surface.

- Standard conditions for the use of the Secchi disc are: 1) clear sky; (2) sun directly overhead; 3) shaded, protected side of boat or under a sun shade; 4) minimal waves or ripples; and, 5) any departure from these conditions should be specifically stated on field sheets.
- Rope accurately graduated in meters with 0.1 meter graduations for the first meter and 0.5 meters thereafter.

- Observer's eye should be 1 meter above the surface of the water.
- Observations should be made during the middle of the day.
- Lower the disc into the water, noting the depth at which it disappears, then lift the disc and note the depth at which it reappears. The average of the two readings is considered to be the limit of visibility and is recorded in a Field Logbook to the nearest 0.1 meter (first meter) or 0.5 meter, depending on the depth of visibility.

6.0 QUALITY ASSURANCE RECORDS

Quality assurance records for on-site water quality management consists principally of observations and measurements recorded in the Field Logbook. Records of instrument calibration, malfunction, repair, etc., shall be maintained in an Equipment Logbook as described in the Navy CLEAN Contractor Quality Control Plan.

7.0 REFERENCES

American Public Health Association, 1980. Standard Methods for the Examination of Water and Wastewater, 15th Edition, APHA, Washington, D.C.

U.S. EPA, 1979. Methods for Chemical Analysis of Water and Wastes. EPA-600/4-79-020.

U.S. Geological Survey, 1984. National Handbook of Recommended Methods for Water Data Acquisition, Chapter 5: Chemical and Physical Quality of Water and Sediment. U.S. Department of the Interior, Reston, Virginia.

ATTACHMENT A

SPECIFIC CONDUCTANCE CONVERSION TABLE

ATTACHMENT A
SPECIFIC CONDUCTANCE CONVERSION TABLE

Temperature Degrees C	Calculated Multiplier	Temperature Degrees C	Calculated Multiplier	Temperature Degrees C	Calculated Multiplier	Temperature Degrees C	Calculated Multiplier	Temperature Degrees C	Calculated Multiplier
10	1.402	12	1.330	14	1.266	16	1.208	20	1.106
10.1	1.398	12.1	1.327	14.1	1.263	16.1	1.205	20.1	1.103
10.2	1.394	12.2	1.324	14.2	1.260	16.2	1.202	20.2	1.101
10.3	1.390	12.3	1.320	14.3	1.257	16.3	1.199	20.3	1.099
10.4	1.387	12.4	1.317	14.4	1.254	16.4	1.197	20.4	1.096
10.5	1.383	12.5	1.314	14.5	1.251	16.5	1.194	20.5	1.094
10.6	1.379	12.6	1.310	14.6	1.248	16.6	1.191	20.6	1.092
10.7	1.376	12.7	1.307	14.7	1.245	16.7	1.188	20.7	1.089
10.8	1.372	12.8	1.304	14.8	1.242	16.8	1.186	20.8	1.087
10.9	1.369	12.9	1.301	14.9	1.239	16.9	1.183	20.9	1.085
11	1.365	13	1.297	15	1.236	17	1.180	21	1.083
11.1	1.361	13.1	1.294	15.1	1.233	17.1	1.178	21.1	1.080
11.2	1.358	13.2	1.291	15.2	1.230	17.2	1.175	21.2	1.078
11.3	1.354	13.3	1.288	15.3	1.227	17.3	1.172	21.3	1.076
11.4	1.351	13.4	1.285	15.4	1.225	17.4	1.170	21.4	1.074
11.5	1.347	13.5	1.281	15.5	1.222	17.5	1.167	21.5	1.072
11.6	1.344	13.6	1.278	15.6	1.219	17.6	1.165	21.6	1.069
11.7	1.341	13.7	1.275	15.7	1.216	17.7	1.162	21.7	1.067
11.8	1.337	13.8	1.272	15.8	1.213	17.8	1.159	21.8	1.065
11.9	1.334	13.9	1.269	15.9	1.210	17.9	1.157	21.9	1.063

Notes:

- Do not make specific conductance measurements at temperatures below 10° C.
- Measure temperature to the nearest 0.1° C.
- Report all conductivities at 25° C, to two significant digits.
- This conversion table is based on a temperature coefficient of 0.0191 (as per SW-846) and a cell constant of 1, where the ratio of conductivity at 25 C to the conductivity at temperature t° C equals $1/(1 + 0.0191(t-25))$.
- The temperature coefficient and cell constants are only approximate, actual values may differ.
- The more the temperature deviates from 25° C, the greater the uncertainty in applying the temperature correction.

ATTACHMENT A (Continued)
SPECIFIC CONDUCTANCE CONVERSION TABLE

Temperature Degrees C	Calculated Multiplier	Temperature Degrees C	Calculated Multiplier	Temperature Degrees C	Calculated Multiplier	Temperature Degrees C	Calculated Multiplier	Temperature Degrees C	Calculated Multiplier
22	1.061	24	1.019	26	0.981	28	0.946	30	0.913
22.1	1.059	24.1	1.017	26.1	0.979	28.1	0.944	30.1	0.911
22.2	1.057	24.2	1.016	26.2	0.978	28.2	0.942	30.2	0.910
22.3	1.054	24.3	1.014	26.3	0.976	28.3	0.941	30.3	0.908
22.4	1.052	24.4	1.012	26.4	0.974	28.4	0.939	30.4	0.907
22.5	1.050	24.5	1.010	26.5	0.972	28.5	0.937	30.5	0.905
22.6	1.048	24.6	1.008	26.6	0.970	28.6	0.936	30.6	0.903
22.7	1.046	24.7	1.006	26.7	0.969	28.7	0.934	30.7	0.902
22.8	1.044	24.8	1.004	26.8	0.967	28.8	0.932	30.8	0.900
22.9	1.042	24.9	1.002	26.9	0.965	28.9	0.931	30.9	0.899
23	1.040	25	1.000	27	0.963	29	0.929	31	0.897
23.1	1.038	25.1	0.998	27.1	0.961	29.1	0.927	31.1	0.896
23.2	1.036	25.2	0.996	27.2	0.960	29.2	0.926	31.2	0.894
23.3	1.034	25.3	0.994	27.3	0.958	29.3	0.924	31.3	0.893
23.4	1.032	25.4	0.992	27.4	0.956	29.4	0.922	31.4	0.891
23.5	1.029	25.5	0.991	27.5	0.954	29.5	0.921	31.5	0.890
23.6	1.027	25.6	0.989	27.6	0.953	29.6	0.919	31.6	0.888
23.7	1.025	25.7	0.987	27.7	0.951	29.7	0.918	31.7	0.887
23.8	1.023	25.8	0.985	27.8	0.949	29.8	0.916	31.8	0.885
23.9	1.021	25.9	0.983	27.9	0.948	29.9	0.914	31.9	0.884

Notes:

- Do not make specific conductance measurements at temperatures below 10° C.
- Measure temperature to the nearest 0.1° C.
- Report all conductivities at 25° C, to two significant digits.
- This conversion table is based on a temperature coefficient of 0.0191 (as per SW-846) and a cell constant of 1, where the ratio of conductivity at 25 C to the conductivity at temperature t° C equals $1/(1 + 0.0191[t-25])$.
- The temperature coefficient and cell constants are only approximate, actual values may differ.
- The more the temperature deviates from 25° C, the greater the uncertainty in applying the temperature correction.

ATTACHMENT B

**VARIATION OF DISSOLVED OXYGEN CONCENTRATION
IN WATER AS A FUNCTION OF TEMPERATURE AND SALINITY**

ATTACHMENT B

**VARIATION OF DISSOLVED OXYGEN CONCENTRATION
IN WATER AS A FUNCTION OF TEMPERATURE AND SALINITY**

ATTACHMENT B

VARIATION OF DISSOLVED OXYGEN CONCENTRATION IN WATER AS A FUNCTION OF TEMPERATURE AND SALINITY

Temperature °C	Dissolved Oxygen mg/l					
	Chloride Concentration in Water					Difference/ 100 mg chloride
	0	5,000	10,000	15,000	20,000	
0	14.6	13.8	13.0	12.1	11.3	0.017
1	14.2	13.4	12.6	11.8	11.0	0.106
2	13.8	13.1	12.3	11.5	10.8	0.015
3	13.5	12.7	12.0	11.2	10.5	0.015
4	13.1	12.4	11.7	11.0	10.3	0.014
5	12.8	12.1	11.4	10.7	10.0	0.014
6	12.5	11.8	11.1	10.5	9.8	0.014
7	12.2	11.5	10.9	10.2	9.6	0.013
8	11.9	11.2	10.6	10.0	9.4	0.013
9	11.6	11.0	10.4	9.8	9.2	0.012
10	11.3	10.7	10.1	9.6	9.0	0.012
11	11.1	10.5	9.9	9.4	8.8	0.011
12	10.8	10.3	9.7	9.2	8.6	0.011
13	10.6	10.1	9.5	9.0	8.5	0.011
14	10.4	9.9	9.3	8.8	8.3	0.010
15	10.2	9.7	9.1	8.6	8.1	0.010
16	10.0	9.5	9.0	8.5	8.0	0.010
17	9.7	9.3	8.8	8.3	7.8	0.010
18	9.5	9.1	8.6	8.2	7.7	0.009
19	9.4	8.9	8.5	8.0	7.6	0.009
20	9.2	8.7	8.3	7.9	7.4	0.009
21	9.0	8.6	8.1	7.7	7.3	0.009
22	8.8	8.4	8.0	7.6	7.1	0.008
23	8.7	8.3	7.9	7.4	7.0	0.008
24	8.5	8.1	7.7	7.3	6.9	0.008
25	8.4	8.0	7.6	7.2	6.7	0.008

ATTACHMENT B
(Continued)
VARIATION OF DISSOLVED OXYGEN CONCENTRATION
IN WATER AS A FUNCTION OF TEMPERATURE AND SALINITY

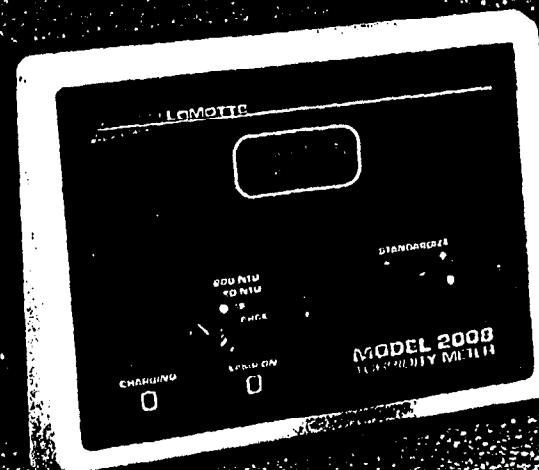
Temperature °C	Dissolved Oxygen mg/l					
	Chloride Concentration in Water					Difference/ 100 mg chloride
	0	5,000	10,000	15,000	20,000	
26	8.2	7.8	7.4	7.0	6.6	0.008
27	8.1	7.7	7.3	6.9	6.5	0.008
28	7.9	7.5	7.1	6.8	6.4	0.008
29	7.8	7.4	7.0	6.6	6.3	0.008
30	7.6	7.3	6.9	6.5	6.1	0.008

Note: In a chloride solution, conductivity can be roughly related to chloride concentration (and therefore used to correct measured D.O. concentration) using Attachment A.

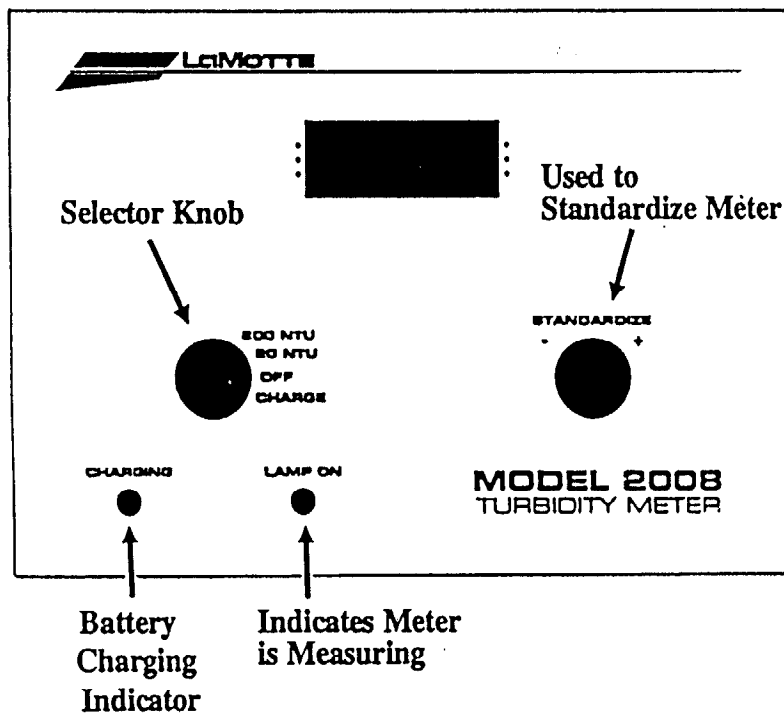
ATTACHMENT C
OPERATION MANUAL FOR LaMOTTE
MODEL 2008 TURBIDITY METER

LaMOTTE

TURBIDITY MANUAL MODEL 2008



LaMOTTE COMPANY
HELPING PEOPLE SOLVE ANALYTICAL CHALLENGESSM
PO BOX 329 • CHESTERTOWN • MARYLAND • 21620
800-344-3100 • 410-778-3100 (in MD)



The Model 2008 portable turbidimeter is acceptable for turbidity measurements reportable under either the National Primary Drinking Water Regulations (NPDWR) or the EPA's Surface Water Treatment compliance monitoring program. This instrument is suitable for testing municipal waters, food and beverage processing waters, and any aqueous solutions in which control of clarity is critical. The unit may be operated from line power via an AC adapter or from self-contained rechargeable batteries.

TABLE OF CONTENTS

	<u>PAGE</u>
What Is It?	4
How Is It Measured?	5
Specifications & Accessories	6
Calibrating	7 - 8
Testing	9
Preparing Turbidity-Free Water	10
Diluting The Sample	11
Maintaining The Model 2008	12
Calibrating (With Other Standards)	13 - 14
Warranty Information	15

SPECIFICATIONS & ACCESSORIES

RANGE	0-19.99 NTU 0-199.9 NTU
ACCURACY	± 2% of reading or 0.05 NTU, whichever is greater, referenced to LaMotte AMCO® standards
DISPLAY	0.5" LCD
WARM-UP TIME	<2 seconds
PHOTODETECTOR	Silicon photodiode, aligned 90° to the incident light path
LAMP	Tungsten, lens-end long life, operated at a color temperature of 2230° K
SAMPLE	Distance traversed by incident light and scattered light within tube is 2.5 cm
LAMP LIFE	45,000 hours
RANGE SELECTOR	4-position: Charge only, Off, 0-20 NTU, 0-200 NTU
POWER SOURCE	Ni-Cad rechargeable batteries, not user replaceable
SIZE	19 cm x 7 cm x 14 cm 7.5" x 2¾" x 5½"
WEIGHT	1.1 Kg 2.4 lbs.

REPLACEMENT PARTS & ACCESSORIES

5115PT-J	Deionized Water, 100 mL
1793	AMCO® Turbidity Standard, 0.5 NTU
1794	AMCO® Turbidity Standard, 5.0 NTU
1795	AMCO® Turbidity Standard, 20.0 NTU
1796	AMCO® Turbidity Standard, 60.0 NTU
1797	AMCO® Turbidity Standard, 100.0 NTU
1798	AMCO® Turbidity Standard, 40.0 NTU
1744	AC Adapter, 9 Volt
0273	Turbidity tubes, set of 6
0943	Syringe
0598	Filter holder
1103-6	Member filters, 0.45 micron, pkg of 6

CALIBRATING

The Model 2008 has been calibrated at the factory using a primary standard manufactured by Advanced Polymer Systems, Inc., which is a suspension of uniformly sized plastic "microspheres." These AMCO® standards require no preparation, and are stable for longer periods of time than formazin. However, with proper preparation techniques, formazin standards should be equivalent to the AMCO® standards, and can be used as primary standards for meter calibration. For proper procedures, consult the current edition of *Standard Methods for the Examination of Water and Wastewater*.

AMCO® TURBIDITY STANDARDS

Two AMCO® turbidity standards are supplied with the Model 2008; additional standards are available from LaMotte Company. Only use LaMotte AMCO® standards with the Model 2008. These standards are manufactured exclusively for LaMotte and are guaranteed to be accurate to within ± 1%, if the following procedures are observed:

1. Once the seal on the bottle is broken, the standard is good for 9 months, and must be stored between 10° and 40° C. The standards are good indefinitely prior to opening if stored under the same conditions.
2. Never put any unused standard or other possible contaminant into the bottle.
3. Do not open the standards in a dusty environment, and guard against dust and other contaminants entering the bottle while opened.
4. Rinse sample tube with standard before filling with standard to be used.
5. Cap the sample tube and standard bottle immediately after filling tube with standard.

WHAT IS IT?

Water and other liquids vary widely in their color and clarity. Some liquids, such as bottled water, are clear, while others, such as heavily polluted industrial waste, are murky and cloudy. This murkiness is called turbidity.

Turbidity is caused by fine particles suspended in the water which cause light to scatter rather than traveling in a straight line through the water. Clay, silt, plankton and other microorganisms are all examples of particulate which cause turbidity.

Many of the causes of turbidity are not necessarily harmful to human health, but turbidity can be a sign of another, more serious problem. For instance, cloudy pool water may not be dangerous to the swimmer, but it could indicate the presence of excess carbonates, which may damage the pool itself. Generally, as the pollutant level of water increases, the turbidity increases. The EPA's Surface Water Treatment requirements state that finished water has turbidity levels below 1 NTU.

Over time, turbidity measurements can be used to determine if the pollution level of a lake or other water body has changed. Biologists and others monitoring the health of a specific lake will track the turbidity level over time to see if runoff from construction, agriculture, or other man-made changes is polluting the water.

HOW IS IT MEASURED?

Turbidity can be measured in many ways. Traditionally, the Jackson Candle method was used to measure turbidity, and results were expressed as Jackson Turbidity Units (JTU). In lakes and other deep waters, a Secchi Disk is commonly used to measure the turbidity. However, neither of these methods can accurately measure low turbidities, such as those encountered at a wastewater plant, so a turbidimeter must be used.

One type of turbidimeter is the nephelometer, which determines the turbidity level by measuring the amount of light scattered 90° by the suspended particles. A light of known strength is beamed through the solution, where particles will cause the light to scatter. The intensity of this scattered light is measured by sensors located on the sides of the chamber. The meter converts these measurements to a reading, which is displayed. Nephelometers give readings in Nephelometric Turbidity Units (NTU).

Since the nephelometer measures the amount of light which is scattered by the turbid solution, it is important that no stray light interfere with the test. For this reason many turbidimeters, including the Model 2008, include a cap to cover the sample chamber during testing. Additionally, scratches, fingerprints, and water droplets on the outside of the sample tubes can cause additional light scatter, leading to inaccurate readings.

In addition to scratches and water droplets, the actual glassware itself is very important in turbidity readings, and differences between tubes and their orientation in the chamber can cause differences in test results. To assure the tubes are always placed in the chamber in the same orientation, the cap can be marked in some way, such as with a piece of tape. If this cap is always used with the same tube, by orienting the tape in the same way in the chamber each time, more accurate results can be obtained.

The Model 2008 is a versatile turbidimeter. It offers a choice of two ranges, which measure from 0 to 19.99 NTU or 0 to 199.9 NTU, allowing it to be used in treated water, natural water, or wastewater. The meter is precalibrated prior to leaving LaMotte's manufacturing facility, but it should be standardized prior to use.

TURBIDITY TUBES

To assure accurate readings the tubes supplied with the Model 2008 should be paired with marked caps. Mark each cap with a piece of tape, and pair with a tube. When the tubes are inserted into the chamber, the tape should always be oriented the same way, for instance, the tape should always point toward the operator. If greater accuracy is required, for instance for Surface Water requirements, the tubes supplied with the Model 2008 should be calibrated. Fill all the tubes with the same turbidity standard, preferably one at the higher end of the testing range. Insert each tube into the meter, and record the reading. This data will indicate the correction factor which should be used when comparing results in different tubes.

THE MODEL 2008 TURBIDIMETER

1. Select the AMCO[®] standard closest to the value of the sample.

NOTE: Only use LaMotte specific AMCO[®] turbidity standards with the Model 2008. Contact LaMotte for replacement standards.

2. Switch the selection knob to the proper range (0 - 20 or 0 - 200 NTU).
3. Fill turbidity tube with standard. Cap with paired, marked cap. Wipe tube with a lint-free tissue.
4. Insert tube into chamber. Cap chamber.

NOTE: The green LED will light to indicate tube is fully inserted, and the meter is working.

5. Adjust STANDARDIZE knob until display reads value of standard. The Model 2008 is now calibrated and ready for use.

TESTING

1. Fill a clean container with at least 50 mL of sample water. Set container aside to allow sample to equilibrate to air temperature, and to let gasses escape.

NOTE: Do not let dust or other airborne contaminants contact sample.

2. Rinse an empty turbidity tube with sample. Fill turbidity tube to neck with sample water.

NOTE: Pour sample down the side of tube to avoid creating air bubbles.

3. Cap with paired, marked cap. Wipe tube with a lint free tissue.

4. Insert tube into chamber. Cap chamber. Select appropriate range on selection knob. As soon as reading stabilizes, record reading as NTU.

NOTE: The green LED will light to indicate tube is fully inserted, and the meter is working.

5. If the sample has a turbidity reading of greater than 200 NTU, the sample must be diluted with turbidity-free water before being tested. Multiply result by the appropriate factor.

PREPARING TURBIDITY-FREE WATER

If the sample turbidity is higher than 200 NTU, it must be diluted with turbidity-free water, and retested. It is very important that no foreign matter be introduced into the water. Water prepared using this procedure can be stored in a clean glass jar, with a cap, in a dark area at room temperature, and used as required. Always check the water for particles or other foreign matter before using.

1. Unscrew the filter holder (0598), and place a white membrane filter (1103) on the screen inside. Make sure the membrane is centered on the screen and covers the entire surface. Replace top of filter holder.
2. Remove the plunger from the syringe and attach filter holder to bottom of syringe (0943).
3. Fill syringe with deionized or distilled water. Insert plunger and, exerting pressure, slowly force water through filter. Collect water in a suitable clear, glass storage container.
4. Remove filter holder from syringe, then remove plunger from barrel.
5. Replace filter holder, and repeat Steps 3 and 4 until desired amount of turbidity-free water has been collected.

NOTE: Periodically examine the membrane filter to assure no holes or cracks are present.

DILUTING THE SAMPLE

If the sample has a reading greater than 200 NTU's, it must be diluted with turbidity-free deionized water to bring the reading within the range of the Model 2008.

The following table gives quick reference guidelines on dilutions of various proportions. All dilutions are based on a 25 mL volume. Graduated pipets should be used for all dilutions.

SIZE OF SAMPLE	TURBIDITY-FREE WATER TO BRING VOLUME TO 25 mL	MULTIPLICATION FACTOR
25 mL	0 mL	1
12.5 mL	12.5 mL	2
2.5 mL	22.5 mL	10

EXAMPLE: Measure 12.5 mL of sample water into a graduated cylinder. Add turbidity-free water until the cylinder is filled to the 25 mL line. The sample has been diluted by one-half, and the dilution factor is therefore 2. Perform the test procedure, then multiply the reading from the display by 2 to obtain the test result.

RECHARGING THE BATTERY

The Model 2008 is supplied with Ni-Cad rechargeable batteries. These batteries can be recharged, but can only be replaced by LaMotte personnel. Attempting to replace the batteries yourself will void the warranty. A small indicator will appear on the left side of the display when the batteries need to be recharged.

NOTE: The Model 2008 can continue to make measurements while the battery is recharging. See Testing on page 9 for procedures.

1. Connect AC adapter to the Model 2008.
2. Set selection knob to CHARGE BATTERY. The red LED will light, indicating the batteries are recharging.

NOTE: Measurements can be made while the batteries are recharging.

3. The batteries will be completely recharged in approximately 4.5 hours. The red LED will extinguish when the batteries are recharged.

If there is no display when the selector knob is switched to 0-20 or 0-200, the battery has no charge. Plug in the adapter, switch the selector knob to "OFF", and leave the meter plugged in overnight. The battery can be recharged using the above procedure.

REPLACING THE BATTERIES

When the batteries are no longer able to hold a charge, return the instrument to LaMotte Company for new batteries. Replacing the batteries yourself voids the meter warranty.

REPLACING THE LAMP

The tungsten lamp included with the Model 2008 will last approximately 45,000 hours. If you suspect the lamp is dimming, insert a clean empty sample tube into the chamber. If the display is unstable, the lamp needs to be replaced. Call LaMotte Company for a return authorization number to have the lamp replaced.

The Model 2008 was factory calibrated using AMCO® standards. If formazin or other standards are used, or the front panel calibration procedure does not supply sufficient range, an internal calibration procedure should be used.

NOTE: Adjusting any internal components other than those specified will void the meter warranty.

1. Select two standards to use during the calibration procedure. The lowest and highest NTU standards should be chosen. (Ex. 0.5 and 5.0)
2. Make sure all glassware is clean and scratch-free. Wipe tubes with a lint free tissue to remove all fingerprints.
3. Set the selection knob to OFF.
4. Remove the four screws from the base of the turbidimeter. Holding the meter face down, carefully lift the back off the meter.

NOTE: The back and faceplate are connected by a short ribbon-cable. Do not disconnect this cable.

5. Set the meter in an upright, operating position on a flat surface.
6. Set the STANDARDIZE knob to the 12 o'clock position.
7. Set the selection knob to the proper range for the chosen standards (0 - 20 NTU or 0 - 200 NTU).
8. Insert the tube containing the low standard into the chamber. Place cap on chamber. Use a screwdriver to adjust the zero trim pot until the display reads the proper NTU value.

CAUTION: Only adjust the zero trim pot. Do not adjust other potentiometers. See diagram on following page to determine position of zero trim pot.

NOTE: Rapid hand movements near the circuit board may cause readings to fluctuate. Allow readings to stabilize before continuing.

(continued)

9. Insert the tube containing the high standard into the chamber. Place cap on chamber. Use a screwdriver to adjust the slope trim pot until the display reads the proper NTU value.

CAUTION: Only adjust the slope trim pot. Do not adjust other potentiometers. See diagram below to determine position of slope trim pot.

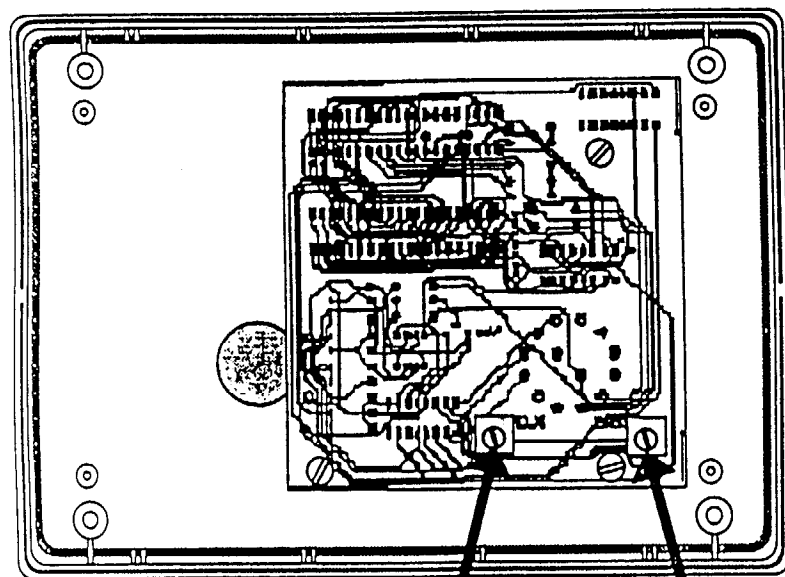
NOTE: Rapid hand movements near the circuit board may cause readings to fluctuate. Allow readings to stabilize before continuing.

10. Repeat Steps 8 and 9 until both the low and high standard values are correctly displayed.

NOTE: Use the orientation mark on the caps to assure the tubes are being placed in the meter the same way each time.

11. Reattach faceplate to back. The Model 2008 is now calibrated and ready to use.

Inside View of Front Panel



Slope Adjust

Zero Adjust

REPAIRS

If it is necessary to return the instrument for repair, contact LaMotte Company at 1-800-344-3100 for a return authorization number.

INSTRUMENT GUARANTEE

This instrument is guaranteed to be free of defects in material and workmanship for one year from date of original purchase. If, in that time, it is found to be defective, it will be repaired without charge, except for transportation expenses. This guarantee does not cover the batteries.

This guarantee is void under the following circumstances:

- operator's negligence
- improper application
- unauthorized servicing

LIMITS OF LIABILITY

Under no circumstances shall LaMotte Company be liable for loss of life, profits, or other damages incurred through the use or misuse of their products.

PACKAGING AND DELIVERY

Experienced packaging personnel at LaMotte Company assure adequate protection against normal hazards encountered during shipping. After the product leaves the manufacturer, all responsibility for its safe delivery is assured by the transporter. Damage claims must be filed immediately with the transporter to receive compensation for damaged goods.

APPENDIX G
WATER LEVEL, WATER-PRODUCT LEVEL MEASUREMENTS
AND WELL DEPTH MEASUREMENTS

**WATER LEVEL, WATER-PRODUCT LEVEL MEASUREMENTS, AND
WELL DEPTH MEASUREMENTS
TABLE OF CONTENTS**

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 DEFINITIONS**
- 4.0 RESPONSIBILITIES**
- 5.0 PROCEDURES**
 - 5.1 Water Level Measurement
 - 5.2 Groundwater-Product Interface Level Measurement
 - 5.3 Well Depth Measurements
 - 5.4 Decontamination of Measuring Devices
- 6.0 QUALITY ASSURANCE RECORDS**
- 7.0 REFERENCES**

WATER LEVEL, WATER-PRODUCT LEVEL MEASUREMENTS, AND WELL DEPTH MEASUREMENTS

1.0 PURPOSE

The purpose of this procedure is to describe the method of determining various down-hole measurements: groundwater levels and product (or non-aqueous phase liquid, NAPL) levels, if present, and total depth of groundwater monitoring wells and piezometers.

2.0 SCOPE

The methods described in this SOP generally are applicable to the measurement of groundwater levels, product or NAPL levels, and well depths in monitoring wells and piezometers.

3.0 DEFINITIONS

None.

4.0 RESPONSIBILITIES

Project Manager - The Project Manager is responsible for ensuring that project-specific plans are in accordance with these procedures, where applicable, or that other approved procedures are developed.

Field Team Leader - The Field Team Leader is responsible for ensuring that these procedures are implemented in the field, and for ensuring that personnel performing these activities have been briefed and trained to execute these procedures.

Sampling Personnel - It is the responsibility of the sampling personnel to follow these procedures or to follow documented, project-specific procedures as directed by the Field Team Leader and/or the Project Manager. The sampling personnel are responsible for the proper acquisition of down-hole measurements.

5.0 PROCEDURES

Calculations of groundwater elevations and product or NAPL interface level measurements collected from a monitoring well give an indication of:

- The horizontal hydraulic gradient and the direction of groundwater flow.
- The vertical hydraulic gradient, if well nests are used (i.e., the direction of groundwater flow in the vertical plane).
- Floating or sinking product thicknesses which are also known as Light Non-Aqueous Phase Liquids (LNAPLS) and Dense Non-Aqueous Phase Liquids (DNAPLS), respectively.

This information, when combined with other site specific information such as hydraulic conductivity or transmissivity, extent of contamination, and product density, may be used to estimate the rate of contaminant movement or source areas, etc.

Well depth is one of the factors used to determine the zone that a well monitors. Well depth also is used in the calculation of purge volumes as discussed in SOP F104, Groundwater Sample Acquisition.

The following sections briefly discuss the procedures for measuring groundwater levels, product or NAPL levels, and well depth. For all of the procedures discussed, it is assumed that the measurement will be taken from the top of the PVC or stainless steel casing (though other measuring points can be used), and that horizontal and vertical control is available for each well through a site survey, such that measurements may be converted to elevations above Mean Sea Level (MSL) or some other consistent datum. A permanent notch, placed on the inner PVC or stainless steel casing by the surveyor will facilitate consistent water level measurements.

The manufacturer's instructions for all equipment referenced herein should be read by the equipment operator(s) and accompany the equipment to the field.

5.1 Water Level Measurement

Water levels in groundwater monitoring wells shall be measured from the permanent point indicated at the top of the inner casing (they surveyed elevation point, as marked by the surveyor), unless otherwise specified in the project plans, using an electronic water level measuring device (water level indicator). The point of measurement will be documented in the field logbook if different from the top of the inner casing. The reason for deviating from the measurement point should also be noted.

Water levels are measured by lowering the probe into the well until the device indicates that water has been encountered, usually with either a constant buzz, or a light, or both. The water level is recorded to the nearest foot (0.01) using the graduated markings on the water level indicator cord. This measurement, when subtracted from the measuring point elevation, yields the groundwater elevation.

Groundwater levels shall always be measured to the nearest 0.01 foot. However, reporting of water level elevations depends on the accuracy of the vertical control (typically either 0.1 or 0.01 foot).

5.2 Product or NAPL Level Measurements

The procedure for product or NAPL level measurement is nearly identical to that for groundwater elevation measurements. The only differences are the use of an interface probe that detects both NAPLs and water, and the indication signal given by the measurement device. Typically, encountering NAPLs in a monitoring well is indicated by a constant sound. When water is encountered, the signal becomes an alternating on/off beeping sound. This allows for the collection of measurements for both the top of the NAPL layer in a well and the water/NAPL interface.

The apparent water table elevation below the product level will be determined by subtracting the "depth to water" from the measuring point elevation. The corrected water table elevation will then be calculated using the following equation:

$$WTE_c = WTE_a + (\text{Free Product Thickness} \times 0.80)$$

Where:

- WTE_c = Corrected water table elevation
- WTE_a = Apparent water table elevation
- 0.80 = Average value for the density of petroleum hydrocarbons. Site-specific data will be used where available.

5.3 Well Depth Measurements

Well depths typically are measured using a weighted measuring tape. A water level meter may also be used. The tape is lowered down the well until resistance is no longer felt, indicating that the weight has touched the bottom of the well. The weight should be moved in an up and down motion a few times so that obstructions, if present, may be bypassed. The slack in the tape then is collected until the tape is taut. The well depth measurement is read directly off of the measuring tape, at the top of the PVC or stainless steel casing, to the nearest 0.01-foot and recorded in the Field Logbook. If a water level indicator is used, add the distance from the bottom of the probe to the point where water levels are measured.

5.4 Decontamination of Measuring Devices

Water level indicators, interface probes and weighted measuring tapes that come in contact with groundwater must be decontaminated using the following steps after use in each well:

- Rinse with potable water
- Rinse with deionized water
- Rinse with:
 - ▶ Methanol or acetone (EPA Region I)
 - ▶ Methanol or acetone (EPA Region II)
 - ▶ Methanol (EPA Region III)
 - ▶ Isopropanol (EPA Region IV)
- Rinse with deionized water

Portions of the water level indicators or other similar equipment that do not come into contact with groundwater, but may encounter incidental contact during use, need only undergo potable water and deionized water rinses.

6.0 QUALITY ASSURANCE RECORDS

The Field Logbook shall serve as the quality assurance record for water, product level or well depth measurements.

7.0 REFERENCE

U. S. EPA, 1991. Standard Operating Procedures and Quality Assurance Manual. Environmental Compliance Branch, U. S. EPA, Environmental Services Division, Athens, Georgia.

APPENDIX H
PHOTOIONIZATION DETECTOR (PID)
HNU MODELS PI 101 AND DL 101

**PHOTOIONIZATION DETECTOR (PID)
TABLE OF CONTENTS**

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 DEFINITIONS**
- 4.0 RESPONSIBILITIES**
- 5.0 PROCEDURES**
 - 5.1 Calibration
 - 5.2 Operation
 - 5.3 Interferences and Potential Problems
 - 5.4 Maintenance
- 6.0 QUALITY ASSURANCE RECORDS**
- 7.0 REFERENCES**

**PHOTOIONIZATION DETECTOR (PID)
HNu MODELS PI 101 and DL 101**

1.0 PURPOSE

The purpose of this SOP is to provide general reference information for using the HNu Model PI 101 or DL 101 photoionization detector (PID), or an equivalent or similar instrument, in the field. Calibration and operation, along with field maintenance will be included in this SOP.

2.0 SCOPE

This procedure provides information on the field operation and general maintenance of the HNu (PID). Application of the information contained herein will ensure that this type of field monitoring equipment will be used properly. Review of the manufacturer's instruction manual is necessary for more complete information.

These procedures refer only to monitoring for health and safety. The methods are not directly applicable to surveillance of air quality for analytical purposes.

3.0 DEFINITIONS

Ionization Potential - In this case, a numeric equivalent that expresses the amount of energy needed to replace an electron with a photon. This energy is further defined in terms of electron volts (eV).

PID - Photoionization Detector

ppm - parts per million: parts of vapor or gas per million parts of air (directly proportional to calibration gas).

4.0 RESPONSIBILITIES

Project Manager - The Project Manager is responsible for ensuring that project-specific plans are in accordance with these procedures, where applicable, or that other approved procedures

are developed. The Project Manager is responsible for selecting qualified individuals for the monitoring activities.

Project Health and Safety Officer (PHSO) - The Project Health and Safety Officer is responsible for developing a site-specific Health and Safety Plan (HASP) which specifies air monitoring requirements.

Field Team Leader - It is the responsibility of the Field Team Leader to implement these procedures in the field, and to ensure that the Field Investigation Personnel performing air monitoring activities, have been briefed and trained to execute these procedures before the start of site operations.

Site Health and Safety Officer (SHSO) - The SHSO is responsible for ensuring that the specified air monitoring equipment is on site, calibrated, and used correctly by the Field Personnel. The SHSO will coordinate these activities with the Field Team Leader.

Field Investigation Personnel - It is the responsibility of the Field Investigation Personnel to follow these procedures or to follow documented project-specific procedures as directed by the Field Team Leader/Site Health and Safety Officer. The Field Investigation Personnel are responsible for documenting all air monitoring results in both the Field Logbook and the daily Realtime Air Monitoring Log during each field investigation.

5.0 PROCEDURES

The HNu utilizes the principle of photoionization whereby contaminant molecules enter the ion chamber and electrons are displaced by ultraviolet photons producing positive ions. These displaced positive ions are in turn collected on a special electrode. As the positive ions collect on the electrode, they create an electrical current which is amplified and displayed on the meter as a concentration in parts per million (ppm).

The HNu is only effective for contaminants that have ionization potentials (IP) of less than or equal to the electron volt (eV) capacity of the lamp (i.e., methane, having an IP of 12.98 eV, will not be detected at a lamp potential of 11.7 eV). The standard lamp is 10.2 eV with optional lamps of 9.5 eV and 11.7 eV, respectively. For the PI 101 the span settings should be as

follows: 1.0 for 9.5 eV lamps; 9.8 for 10.2 eV lamps; and 5.0 for 11.7 eV lamps. During calibration, these span settings will be adjusted as necessary, using the span control knob.

The following subsections will discuss HNu calibration, operation, and maintenance. These sections, however, should not be used as a substitute for the manufacturer's instruction manual.

5.1 Calibration

For calibration purposes, the following items will be needed:

- *Gas cylinder containing 95 to 100 parts per million (ppm) of isobutylene, balance in air.
- A 0.30 liters per minute regulator.
- Connector tubing.
- Screwdriver set.
- Calibration Gas Humidifier (for high humidity environments).
- Photoionization Detector (PID) Calibration Form.

*Note: Do not rely on accuracy of rated cylinder concentration when content drops to <200 psi.

Prior to each use, make sure that the battery is fully charged, the ultraviolet lamp is working, and that the fan is operating and drawing air into the probe (fan operates at approximately 100-200 cc/minute for the PI 101 and 225 cc/minute for the DL 101). Procedures for completing these preliminary activities are given in the manufacturer's instruction manual.

PI 101

To calibrate the HNu PI 101, the steps provided below should be followed. For an itemized description of the calibration process, refer to Section 3-5 in the manufacturer's instruction manual. The HNu PI 101 should be calibrated on a daily basis.

- Turn the function control switch to the standby position and zero the instrument by turning the zero adjustment knob to align the indicator needle with zero on the readout meter.
- Set the range on the HNu and allow the instrument to warm up a few minutes before calibrating. Choices for range are 0-20, 0-200, and 0-2,000 ppm, respectively. Range choice must take into account the concentration of the calibration gas. For example, if you are using a concentration of 100 ppm isobutylene as the calibration gas, your

range should be set on the 0-200 scale. If you have to zero the instrument in the desired range, record background if present.

- Attach tubing to the regulator (use the Calibration Gas Humidifier in high humidity environments).
- Attach the free end of the tubing to the probe and turn on the calibration gas.
- Calibrate the PID to benzene equivalents. Using the 10.2 eV (lamp) probe and 100 ppm isobutylene, the meter should read 56 units. Using the 11.7 eV (lamp) probe and 100 ppm isobutylene, the meter should read 65 units. If the reading on the meter is not ± 5 percent of the concentration of the calibration gas, adjust the span setting knob until the meter reads accordingly. If after adjusting the span setting knob the readout meter is still not responding, refer to the manufacturer's instruction manual. Also, when the HNu is calibrated it should respond to a minimum of 90 percent of the concentration of the calibration gas within three seconds after introduction of that gas. If proper calibration cannot be obtained, internal calibration may be required. Note, only qualified personnel should perform internal calibrations.
- Record the calibration on the "Photoionization Detector (PID) Calibration Form".

DL 101

To calibrate the HNu DL 101, the steps provided below should be followed. For an itemized description of the calibration process, refer to Section 4.4 in the manufacturer's instruction manual.

- Press and release the POWER button on the keypad and wait for the screen to stabilize then press the CALIBRATE key until "Calibrate?" appears. At this point press the ENTER key until "Elec_Zero? Yes" appears on the screen in which case you will press the ENTER key, again, to confirm the electronic zero.
- The display will now read "CE/ENT/EXIT Conc = ____ ppm" which requires the concentration of the calibration gas (noted on the side of the calibration gas bottle) to be entered on the keypad. The display will prompt you to "Attach gas to probe and /ENTER/" so attach tubing to probe (use the calibration gas humidifier in high humidity environments), open valve, and press ENTER key. Press ENTER again when "Press ENTER when Ready: xxx ppm" appears on screen. This will cause "Calibrating...Please Wait" to appear on screen.

Note: This calibration is effective when the instrument is in the Survey Mode, which is the default mode. For calibrations other the one described, or if proper calibration cannot be obtained, refer to the manufacturer's instruction manual.

- For calibrations using an alternate gas or span values, refer to Section 4.5 of the manufacturer's instruction manual.
- Record the calibration on the "Photoionization Detector (PID) Calibration Form" which accompanies each HNu.

5.2 Operation

PI 101

Note: IMPORTANT - The HNu should be "zeroed" in a fresh air environment if at all possible. If there is a background concentration, it must be documented and then zeroed out.

- Prior to each use of the HNu, check that the battery is fully charged by turning the dial to BATT and making sure that it is within range. Also make sure that the ultraviolet lamp and the fan are working properly.
- Select your desired range. HNu ranges consists of a 0-20, 0-200, and 0-2,000 ppm, respectively. Consult with the Field Team Leader for more information when choosing the appropriate range, however, in most instances the range will be set initially at 0-20.
- When HNu is used intermittently, turn knob to STANDBY to help in extending the life of the UV lamp when operating in a low humidity environment. Otherwise, leave the knob set to the range desired so that the UV lamp will "burn off" any accumulated moisture.

Note: When using the PI 101 HNu, make sure that the probe does not contact water or soil during sampling. This will cause erroneous readings and will possibly damage the instrument.

DL 101

The DL 101 is designed to default to the survey mode when initially powered up, therefore once the calibration has been completed, the instrument is ready to go. Within the survey mode several options are available, briefly these options include:

1. The Site Function

The Site function assigns a number to a site that is being analyzed. Press the Site Key on the keypad to enter a specific site number, or press the gray button on the rear of the probe to increment a site number.

2. Logging Data

The Log function stores data in memory. To log data, press the Log key on the keypad or the Log button on the back of the probe. "Log" will appear in the upper right corner of the display when activated and disappears when not activated. To turn logging off, press either the Log key on the keypad or the red Log button on the rear of the probe.

- The DL 101 allows for the interchanging of different voltage lamps, however, refer to the manufacturer's instructions before attempting to change the lamp.
- The DL 101 also offers three other modes of operation, the Hazardous Waste Mode, the Industrial Hygiene Mode, and the Leak Detection Mode. Each of these modes increases the range of capabilities for this instrument which is covered in detail in the manufacturer's instruction manual.

Note: When using the DL 101 HNu, make sure that the probe does not contact water or soil during sampling. This will cause erroneous readings and will possibly damage the instrument.

5.3 Interferences and Potential Problems

A number of factors can affect the response of the PI 101 HNu and DL 101 HNu.

- High humidity can cause lamp fogging and decreased sensitivity. This can be significant when soil moisture levels are high, or when monitoring a soil gas well that is accessible to groundwater.
- High concentrations of methane can cause a downscale deflection of the meter.
- High and low temperature, electrical fields, FM radio transmission, and naturally occurring compounds, such as terpenes in wooded areas, will also affect instrument response.

5.4 Maintenance

The best way to keep an HNu operating properly is to keep it as clean as possible. HNu's should be decontaminated and wiped down after each use.

Corrective Maintenance

- The ultraviolet lamp should be periodically cleaned using a special compound supplied by HNu Systems, Inc. for the 10.2 eV lamp, and a chlorinated solvent such as 1,1,1-trichloroethane for the 11.7eV lamp. Consult the manufacturer's instruction manual for specific cleaning instructions.
- The ionization chamber can be periodically cleaned with methyl alcohol and a swab.

Note: UV lamp and ion chamber cleaning is accomplished by following the procedures outlined in Section 5.2, however, this should only be performed by trained personnel.

- Documenting the HNu's observed symptoms and then referring to the manufacturer's instruction manual section on troubleshooting (Section 6.0) also can be employed. If this does not work, the Field Team Leader should be consulted for an appropriate course of action.

Repair and Warranty Repair - HNu's have different warranties for different parts, so documenting the problem and sending it into the manufacturer assists in expediting repair time and obtaining appropriate warranty service.

5.5 SHIPPING AND HANDLING

Following is information regarding the transport of the HNu meter and calibration gas.

- If HNu is to be carried on in aircraft, the calibration gas must be removed from the carrying case as cylinders of compressed gas are not permitted on passenger aircraft. The calibration gas should either be shipped to the site of its intended use, or purchased locally.
- Shipping of the calibration gas requires the completion of a form (specified by the shipping company) that identifies the package as a compressed gas. Compressed gas stickers must be affixed to the package.

6.0 QUALITY ASSURANCE RECORDS

Quality assurance records will be maintained for each air monitoring event. The following information shall be recorded in the Field Logbook.

- Identification - Site name, location, CTO number, activity monitored, (surface water sampling, soil sampling, etc.) serial number, time, resulting concentration, comments and identity of air monitoring personnel.
- Field observations - Appearance of sampled media (if definable).
- Additional remarks (e.g., the HNu meter had wide range fluctuations during air monitoring activities).

7.0 REFERENCES

HNu Systems, Inc. Instruction Manual. Model PI 101, 1986.

HNu Systems, Inc. Operator's Manual. Model DL 101, 1991.

APPENDIX I
BACHARACH COMBUSTIBLE GAS/OXYGEN METER
AND PERSONAL GAS MONITOR

**BACHARACH COMBUSTIBLE GAS/
OXYGEN METER PERSONAL GAS MONITOR
TABLE OF CONTENTS**

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 DEFINITIONS**
- 4.0 RESPONSIBILITIES**
- 5.0 PROCEDURES**
 - 5.1 Calibration**
 - 5.2 Operation**
 - 5.3 Site Maintenance**
 - 5.4 Scheduled Maintenance**
- 6.0 QUALITY ASSURANCE RECORDS**
- 7.0 REFERENCES**

BACHARACH COMBUSTIBLE GAS/ OXYGEN METER AND PERSONAL GAS MONITOR

1.0 PURPOSE

The purpose of this SOP is to provide general reference information for using the Bacharach Sentinel 4 and Bacharach Sniffer® 503-A meters in the field. Calibration and operation, along with field maintenance, will be included in this SOP.

2.0 SCOPE

This procedure provides information into the field operation and general maintenance of the Sentinel 4 Sniffer and 503-A. Review of the information contained herein will ensure that this type of field monitoring equipment will be properly utilized. Review of the owner's instruction manuals is a necessity for more detailed descriptions.

3.0 DEFINITIONS

Carbon Monoxide Sensor - Expresses the Carbon Monoxide concentration in parts per million (ppm).

Combustible Gas - Combustible gas is expressed as a percent of the lower explosive limit (LEL).

Hydrogen Sulfide Sensor - Expresses the Hydrogen Sulfide concentration in parts per million (ppm).

Oxygen Sensor - Expresses the Oxygen concentration as a percentage.

ppm - parts per million: parts of vapor or gas per million parts of air by volume.

Sentinel 4 - Combustible Gas/Oxygen/Hydrogen Sulfide/Carbon Monoxide meter.

Sniffer 503-A - portable Combustible Gas and Oxygen Alarm instrument.

4.0 RESPONSIBILITIES

Project Manager - The Project Manager is responsible for ensuring that project-specific plans are in accordance with these procedures, where applicable, or that other approved procedures are developed. The Project Manager is responsible for selecting qualified individuals for the monitoring activities.

Project Health and Safety Officer (PHSO) - The Project Health and Safety Officer is responsible for developing a site-specific Health and Safety Plan (HASP) which specifies air monitoring requirements.

Field Team Leader - It is the responsibility of the Field Team Leader to implement these procedures in the field, and to ensure that the Field Investigation Personnel performing air monitoring activities, have been briefed and trained to execute these procedures before the start of site operations.

Site Health and Safety Officer (SHSO) - The SHSO is responsible for ensuring that the specified air monitoring equipment is on site, calibrated, and used correctly by the Field Personnel. The SHSO will coordinate these activities with the Field Team Leader.

Field Investigation Personnel - It is the responsibility of the Field Investigation Personnel to follow these procedures or to follow documented project-specific procedures as directed by the Field Team Leader/Site Health and Safety Officer. The Field Investigation Personnel are responsible for documenting all air monitoring results in the Field Logbook during each field investigation.

5.0 PROCEDURES

The Sentinel 4 Personal Gas Monitor and Sniffer 503-A utilize the principle of detecting sensors. The following four paragraphs discuss theory of operation as it applies to each functional sensor.

The combustible gas sensor uses two elements that are wound with a platinum wire. One of the elements is impregnated with a catalyst to oxidize combustible gases. The other element

is impregnated with material that will also oxidize combustible gases, but will respond to temperature and humidity conditions. When the meter is turned on, an electrical current is passed through the elements and wires. As a combustible gas enters the chamber the elements will oxidize the combustible gas, thus increasing the heat and resistance of the element. This change in resistance causes a system imbalance, which produces a measurable signal proportional to the combustible gas concentration.

The percent oxygen is measured utilizing an electrochemical sensor. As atmospheric oxygen enters the meter it diffuses into the sensor which converts the amount of oxygen in the sensor to a voltage signal. This voltage is directly proportional to percent oxygen in the atmosphere.

The concentration of hydrogen sulfide is measured utilizing an electrochemical sensor. As atmospheric hydrogen sulfide enters the meter it diffuses into the sensor which converts the amount of hydrogen sulfide in the sensor to a voltage signal. This voltage is directly proportional to the atmospheric hydrogen sulfide concentration.

The concentration of carbon monoxide as measured utilizing an electrochemical sensor. As atmospheric carbon monoxide enters the meter it diffuses into the sensor which converts the amount of carbon monoxide in the sensor to a voltage signal. This voltage is directly proportional to the atmospheric carbon monoxide concentration.

The Sentinel 4 Personal Gas Monitor and Sniffer 503-A are intrinsically safe for use in Class I, Division 1, Groups A, B, C and D hazard areas. One fact that needs to be expressed is that this type of monitoring equipment utilizes internal oxidation of combustibles, if the meter is placed in an oxygen deficient atmosphere, the combustible reading may be affected. Review of each of the instruction manuals will aid in determining the percentage of oxygen that affects the combustible gas readings.

The following subsections will discuss Sentinel 4 and Sniffer 503-A calibration, operation, and maintenance. These sections, however, do not take the place of the instruction manual.

5.1 Calibration

Sentinel 4

Due to the numerous steps involved in calibration, it is recommended that you follow the calibration procedures (on a daily basis) as outlined in the instruction manual from pages 5-12 to 5-20.

NOTE: A calibration kit will be provided for each Sentinel 4. This kit contains a cylinder for the combustible gas sensor, one cylinder for the hydrogen sulfide sensor, and one cylinder for the carbon monoxide sensor. The oxygen sensor can be calibrated with (uncontaminated/fresh air environment) atmospheric air and does not need cylinder gas.

Note: When a single sensor doesn't zero, none of the sensors are zeroed.

Sniffer® 503-A

Oxygen Detector

1. Check battery charge by turning function switch to "BATTERY TEST," if battery is in recharge zone instrument will need to be charged.
2. To zero the oxygen detector, turn function switch to "BATTERY TEST" position and press "TEST" switch and observe the O₂ meter indication. If indicator is zero, no further adjustment is necessary. If not, follow procedures in Section 5.4.1 of the Operations Manual.
3. To calibrate the oxygen detector, turn function switch to "BATTERY TEST" position. Unlock the "OXYGEN CALIB" knob and adjust it for an O₂ meter indication of 21 or at the CAL mark. Relock "OXYGEN CALIB" knob. If using zero calibration gas, follow procedures in Section 5.4.2 of the Operator's Manual.
4. Record on Calibration Sheet.

% LEL Detector

1. Check battery charge by turning function switch to "BATTERY TEST," if batter is in recharge zone, instrument will need to be charged. Allow 5 minutes for the instrument to warm up.
2. Turn function switch to the % LEL position.

Note: To eliminate the annoyance of the audible alarm, cover the alarm with a hand or duct tape during calibration. The tape must be removed, prior to operation!!

3. Connect calibration gas (typically 30% of the LEL) and allow gas to flow for 1 minute.

Note: If calibration gas has a concentration value, not a % LEL value, the % LEL can be calculated as follows:

$$\% \text{ calibration gas (i.e., methane)} \times 20\% \text{ LEL (meter alarm setting)} = \% \text{ LEL calibration setting}$$

If meter indication is within $\pm 5\%$ of LEL calibration gas, no further adjustment is required. If not, follow procedures in Section 5.5.4 of Operator's Manual.

Sniffer® 503-A

1. Connect sample probe and tubing to the instrument's sample inlet (refer to Sections 8.4 and 8.5 for the Operator's Manual for available hoses and probes.
2. Check that battery is in Operational Range.
3. Turn instrument to % LEL range and allow to warm up for 1 minute.
4. Check in a fresh air environment that % LEL reads 0% and that O₂ indicator reads 21% (calibration mark).

5. Sample air/gas from area to be tested, allow 30 seconds for readings to stabilize. When finished, allow at least 10 seconds (longer if extension line is used) to purge sample line.
6. If instrument is operating erratically, refer to "TROUBLESHOOTING" Section (Table 5-2) in Operator's Manual.

5.2 Operation

Sentinel 4

Due to the Sentinel 4 having many functions in terms of operation, it is recommended that you follow the operational procedures as outlined in the instruction manual from pages 6-1 to 6-34.

NOTE: Since the Sentinel 4 is capable of measuring four different parameters, an understanding of the alarm, error, and fault messages must be obtained. This can be done by reviewing the troubleshooting table found on pages 9-2 to 9-9.

5.3 Site Maintenance

After each use, the meters should be recharged and the outside of the instruments should be wiped clean with a soft cloth.

5.4 Scheduled Maintenance

<u>Function</u>	<u>Frequency</u>
Check alarm and settings	Monthly/before each use
Clean screens and gaskets around sensors	Monthly
Replace sensors	Biannually or when calibration is unsuccessful

6.0 QUALITY ASSURANCE RECORDS

Quality assurance records will be maintained for each air monitoring event. The following information shall be recorded in the Field Logbook.

- Identification - Site name, date, location, CTO number, activity monitored, (surface water sampling, soil sampling, etc), serial number, time, resulting concentration, comments and identity of air monitoring personnel.
- Field observations - Appearance of sampled media (if definable).
- Additional remarks (e.g., the Sentinel 4 or Sniffer 503-A had wide range fluctuations during air monitoring activities.)

NOTE: The "Toxic Gas Meter Calibration Form" will be completed daily, prior to performing any air monitoring.

7.0 REFERENCES

Bacharach Installation, Operation, Maintenance Manual, Sentinel 4 Personal Gas Monitor, 1990.

Bacharach Installation, Operation, Maintenance Manual, Sniffer® 503-A, Rev. 3 - October 1990.

APPENDIX J
LAND SURVEY

**LAND SURVEYING
TABLE OF CONTENTS**

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 DEFINITIONS**
- 4.0 RESPONSIBILITIES**
- 5.0 PROCEDURES**
- 6.0 HEALTH AND SAFETY**
- 7.0 QUALITY ASSURANCE RECORDS**

LAND SURVEYING

1.0 PURPOSE

This procedure describes methods and equipment commonly used by a Registered Land Surveyor when compiling by survey the vertical and horizontal locations of on-site monitoring wells and other site structures, and topographic features associated with study areas at various Naval Activity locations.

2.0 SCOPE

The information presented in this SOP is generally applicable to all the various Naval Activity locations, except where state-specific requirements differ concerning certifications, licenses and registrations.

Specific surveying problems encountered by the survey crew may require the adaptation of existing equipment or design of new equipment. Such innovations shall be documented in the survey crew's Field Logbook.

3.0 DEFINITIONS

North American Datum (NAD) - Datum used during the absence of established horizontal and vertical control.

Mean Sea Level (MSL) - Adopted as a datum plane for the measurement of elevations and depths.

Horizontal Control - Horizontal location of an object from surveyed corners or other features on permanent land monuments in the immediate site area. Will be based on North American Datum (NAD).

Vertical Control - Vertical location of an object compared to the adjacent ground surface.

Bench Mark - Precisely determined elevation above or below sea level. May also have horizontal control (northing, easting) determined for location.

4.0 RESPONSIBILITIES

Project Manager - The Project Manager is responsible for ensuring that project-specific plans are in accordance with acceptable surveying practices as required by the state in which the work is performed.

Field Team Leader - The Field Team Leader is responsible for ensuring that procedures are implemented in the field and that personnel performing surveying activities have been briefed and trained to execute these procedures.

5.0 PROCEDURES

Baker requires the services of a Registered Land Surveyor to determine by survey the elevations and horizontal locations of monitoring wells and other site structures, and topographic features associated with study areas at various Navy Activity locations. The surveyor will mobilize to the site within seven days upon receiving the notice-to-proceed. All site surveys must be completed in the time frame agreed upon. The site map shall be completed within ten days of completion of the site survey.

5.1

Specifically, Baker requires the following:

Delineate the elevations of groundwater monitoring wells to an accuracy of 0.01 feet, referenced to United States Geological Survey Mean Sea Level (MSL) from the nearest datum bench mark. Each Naval Activity has identified existing bench marks that may be used for control; however, these bench marks may not be directly adjacent to the survey sites.

5.1.1

The elevation point for each well casing and a permanent mark designating the elevation point shall be established on each well. In addition, the ground surface elevation for each well

shall be established. Some of the wells will be flush-mounted level with the pavement; thus the land surface elevation will be above the "top of casing" elevation for those wells.

5.1.2

Determine the elevation of the directly adjacent ground surface to an accuracy of 0.1 feet.

5.2

Delineate the horizontal location of each well from surveyed corners or other features on permanent land monuments in the immediate site area to an accuracy of 0.1 foot, referenced to North American Datum (NAD). Baker will supply an existing Navy property plot plan or CADD file for each site to the subcontractor that will serve as the base map for locating surveyed points. All permanent points established during control traverses shall be shown.

5.3

Locate various drainage trenches/structures and significant topographic features at Baker's request via the survey. A Baker representative may be present during survey activities to identify points and features to be located. If no Baker representative will be present, the subcontractor will be notified in advance as to what features or types of features are to be included in the survey.

5.4

In the absence of Activity-established horizontal and vertical control, all survey points will be based on North American Datum (NAD) for horizontal control and MSL for vertical control.

5.5

The subcontractor shall provide Baker with a letter report containing all relevant survey information along with one legible copy of the field survey notes recorded when determining the surveyed elevations, location of wells, and requested topographic information. The subcontractor shall also provide one reproducible, legible copy of the property map showing the well designation, "top-of-casing" elevation and location at each well, and a table listing the

well designation, "top-of-casing" ground surface elevations, coordinates for each well, and plotted horizontal features. Baker cannot verify the accuracy of Navy-supplied site maps, it is recognized that the subcontractor's responsibility in plotting features is to provide most accurate locations possible on mapping available. Tabulated data provided by the subcontractor, however, must be accurate on an MSL datum specified above. All deliverables must be in ACAD R12.

5.6

The subcontractor shall perform these services in accordance with standard, acceptable surveying practices as required by the state in which the work is performed and all work shall be conducted under the supervision of a Registered Land Surveyor, duly licensed to work in the state.

6.0 HEALTH AND SAFETY

The subcontractor is to provide for and assume responsibility for adequate health and safety protection for on-site personnel. Baker requires contracted land surveyors to provide evidence of having received OSHA-specified training to conduct work on potentially hazardous sites. The specific content of the training requirements are outlined in 29 CFR 1910.120(e). These requirements include:

- Minimum of 24 hours of hazardous waste training
- Eight hours of additional training for supervisors
- Eight hours of hazardous waste refresher training for every year after the initial 24-hour training
- Medical surveillance as specified in the specific OSHA regulations

At least one of the on-site surveying personnel must have the 32 hour supervisor hazardous waste training. The subcontractor is to provide to Baker personnel on-site or in Baker's offices copies of current training and medical certifications, and to assure that this documentation accompanies their personnel onto the job site.

7.0 QUALITY ASSURANCE RECORDS

The Field Logbook shall serve as the quality assurance record for on-site surveying activities.

APPENDIX K
DRUM SAMPLING

DRUM SAMPLING TABLE OF CONTENTS

1.0	PURPOSE
2.0	SCOPE AND APPLICATION
3.0	DEFINITIONS
4.0	RESPONSIBILITIES
5.0	METHOD SUMMARY
6.0	INTERFERENCES
7.0	EQUIPMENT APPARATUS
7.1	Bung Wrench
7.2	Drum Deheader
7.3	Backhoe Spike
7.4	Hydraulic Drum Opener
7.5	Pneumatic Devices
8.0	PROCEDURES
8.1	Preparation
8.2	Inspection
8.3	Drum Opening
8.4	Drum Sampling
9.0	QUALITY ASSURANCE/QUALITY CONTROL
10.0	REFERENCES
ATTACHMENT A - DRUM WASTE CHARACTERIZATION SHEET	
ATTACHMENT B - LIST OF FIGURES	

DRUM SAMPLING

1.0 PURPOSE

The purpose of this SOP is intended to provide general information for the sampling of drums by qualified individuals in the field. Due to widely varied (and potentially hazardous) conditions posed by drum sampling, specific SOPs must be determined on a case-by-case basis. This SOP provides information to assist in ensuring that safe procedures are followed as applicable to the inspection, opening, and sampling of drums in the field.

2.0 SCOPE AND APPLICATION

This SOP provides technical guidance on safe and cost-effective response actions at sites containing both known and unknown drum contents. Container contents are sampled and characterized for disposal, bulking, recycling, grouping and/or classification purposes.

3.0 DEFINITIONS

Bung - a threaded metal or plastic plug usually positioned at the top or side of a drum.

Over Pack - a metal or plastic drum-like container that is larger than the container(s) stored therein.

Lab Pack - a drum holding multiple individual containers of laboratory materials normally surrounded by cushioning absorbent material.

4.0 RESPONSIBILITIES

Project Manager - The Project Manager is responsible for ensuring that project-specific plans are in accordance with these procedures where applicable, or that other approved procedures are developed. The Project Manager is responsible for selecting qualified individuals for the drum sampling activities.

Project Health and Safety Officer (PHSO) - The PHSO is responsible for developing a site-specific Health and Safety Plan (HASP) for drum sampling activities which include personal protection levels, air monitoring requirements, and safe drum sampling procedures.

Site Health and Safety Officer (SHSO) - The SHSO is responsible for ensuring that the proper respiratory and personal protective equipment for each member of the sampling team is selected in compliance with the HASP, and coordinating these efforts with the Field Team Leader.

Field Team Leader - The Field Team Leader is responsible for selecting and detailing the drum sampling techniques and equipment to be used. It is the responsibility of the Field Team Leader to ensure that these procedures are implemented in the field and to ensure that the Field Investigation personnel performing drum sampling activities have been briefed and trained to execute these procedures.

Field Investigation Personnel - It is the responsibility of the Field Investigation Personnel to follow these procedures or to follow documented project-specific procedures as directed by the Field Team Leader and Project Manager. The Field Investigation Personnel are responsible for documenting all sampling data on the appropriate Drum Sample Characterization Sheet presented as Attachment A and in the Field Logbook.

5.0 METHOD SUMMARY

Prior to sampling, drums should be inventoried and properly staged in a secure area. An inventory entails recording visual qualities of each drum and any characteristics pertinent to the contents' classification. Staging involves the organization and sometimes consolidation of drums which have similar wastes or characteristics.

6.0 INTERFERENCES

The practice of tapping drums to determine their contents is neither safe nor effective and should not be used if the drums are visually overpressurized (bulging) or if shock-sensitive materials are suspected. Drums that have been overpressurized, to the extent that the head is swollen several inches above the chime (beveled edge of drumtop), should not be moved. A number of devices have been developed for venting critically swollen drums. One method that

has proven to be effective is a tube and spear device. A light aluminum tube (3 meters long) is positioned at the vapor space of the drum. A rigid hooking device attached to the tube goes over the chime and holds the spear securely in place. The spear is inserted in the tube and positioned against the drum wall. A sharp blow on the end of the spear drives the sharpened tip through the drum and the gas vents along the grooves. The device can be inexpensively and easily designed and constructed where needed. Once the pressure has been relieved, the bung can be removed and the drum contents sampled.

7.0 EQUIPMENT APPARATUS

The following are standard materials and equipment required for drum sampling:

- Health and Safety Plan
- Air monitoring equipment
- Fire extinguishing equipment
- Personnel protective equipment
- Wide mouth glass jars with teflon cap liner, approximately 500 ml volume
- Uniquely numbered sample identification labels with corresponding data sheets
- One-gallon covered (paint) cans half-filled with absorbent (i.e. kitty litter or vermiculite)
- Chain-of-Custody forms
- Decontamination plan and materials
- Glass thieving tubes or Composite Liquid Waste Sampler (COLIWASA)
- Drum opening devices

7.1 Bung Wrench

A common method for opening drums manually is using a universal bung wrench (see Figure 1, Attachment B). These wrenches have fittings made to remove nearly all commonly encountered bungs. They are usually constructed of cast-iron, brass or a bronze-beryllium, nonsparking alloy formulated to reduce the likelihood of sparks. The use of a "NONSPARKING" wrench does not completely eliminate the possibility of a spark being produced, therefore extreme caution should be exercised.

7.2 Drum Deheader

One means by which a drum can be opened manually (when a bung is not removable with a bung wrench) is by using a drum deheader (see Figure 2, Attachment B). This tool is designed to cut the lid of a drum off (or part way off) by means of a scissors-like cutting action. This device is limited in that it can be attached only to closed head drums. Drums with removable heads must be opened by other means.

7.3 Backhoe Spike

The most common means used to open drums remotely for sampling is the use of a metal spike attached or welded to a backhoe bucket (see Figure 3 and 4, Attachment B). In addition to being very efficient, this method can greatly reduce the likelihood of personnel exposure to the potentially hazardous nature of the drum's contents.

7.4 Hydraulic Drum Opener

Another remote drum opening procedure is the utilization of remotely operated hydraulic devices. One such device uses hydraulic pressure to pierce through the wall of a drum (see Figure 5, Attachment B). The device consists of a manually operated pump which pressurizes oil through a length of hydraulic line.

7.5 Pneumatic Devices

A pneumatic bung remover consists of a compressed air supply that is controlled by a heavy-duty, two-stage regulator. A high pressure air line of desired length delivers compressed air to a pneumatic drill, which is adapted to turn a bung fitting selected to fit the bung to be removed (see Figure 6, Attachment B). It should be noted that this bung removal method does not permit the slow venting of the container, and therefore appropriate precautions must be taken to reduce personnel exposure to pressurized, potentially hazardous drum contents. It also requires the container to be upright and relatively level. Bungs that are rusted shut or are in very poor condition cannot be removed with this device.

8.0 PROCEDURES

It is anticipated that the procedures for drum sampling may include a limited degree of drum handling. Therefore, it will be necessary to inspect the drum(s) for certain conditions prior to sampling.

8.1 Preparation

1. Determine the extent of the sampling effort, the sampling methods to be employed, and which equipment and supplies will be needed.
2. Obtain necessary sampling and monitoring equipment.
3. Decontaminate or preclean equipment, and ensure that the equipment is in good working order.
4. Prepare scheduling and coordinate with staff, clients, and regulatory agency, if appropriate.
5. Perform a general site survey prior to site entry in accordance with the site-specific Health and Safety Plan.
6. Use marking devices to identify and mark all sampling locations. If required, the proposed locations may be adjusted based on site access, property boundaries, and surface obstructions.

8.2 Inspection

Prior to sampling, drums will be visually inspected to gain as much information as possible about their contents. Items to consider during inspection include:

- Symbols, wording, labels, or other marks indicating that drum contents are hazardous, e.g., radioactive, explosive, corrosive, toxic, or flammable.

- Symbols, wording, labels, or other marks indicating that the drum contains discarded laboratory chemicals, reagents, or other potentially dangerous materials in small-volume individual containers.
- Signs of deterioration such as corrosion, rust, and leaks.
- Signs of the chemical nature of the contents, such as residue, crystal buildup, etc. at bung opening.
- Signs that the drum is under pressure such as swelling and bulging.
- Special drum types (refer to Table 1).
- Configuration of the drumhead (ringtop or bung).
- Orientation such as whether the drum is standing upright, tilted, or lying on its side.
- Accessibility of the drum.

Monitoring will be conducted around the drums using instruments such as a gamma radiation survey instrument, organic vapor monitor (OVA or HNu), colorimetric tubes (Dräger tubes), and/or a combustible gas meter. The results can be used to classify the drums into categories such as radioactive, leaking/deteriorating, bulging, explosive/shock-sensitive, or laboratory packs.

Personnel will not handle, move, open, sample or in anyway disturb a drum containing radioactive waste, explosive or shock-sensitive waste, laboratory packs, or biohazardous waste until specific direction and safe procedures are received from the Project Manager, PHSO and the Field Team Leader.

TABLE 1
SPECIAL DRUM TYPES

Polyethylene or PVC-lined Drums	Often contain strong acids or bases. If the lining is punctured, the substance will usually corrode the steel, resulting in a significant leak or spill.
Exotic Metal Drums (e.g., aluminum, nickel, stainless steel, or other unusual metal)	Very expensive drums that usually contain an extremely dangerous and/or corrosive/reactive material.
Single-Walled Drums used as a Pressure Vessel	These drums have fittings for both product filling and placement of an inert gas, such as nitrogen. May contain reactive, flammable, or explosive substances.
Laboratory Packs	Used for disposal of expired chemicals and process samples from university laboratories, hospitals, and similar institutions. Individual containers within the lab pack are often not packed in absorbent material. They may contain incompatible materials, radioisotopes, shock-sensitive, highly volatile, highly corrosive, or extremely toxic exotic chemicals. Laboratory packs can be an ignition source for fires at hazardous waste sites.

When drums exhibit the characteristics of the aforementioned categories, the following procedures will be followed:

- **Radioactive Wastes** - If the drum exhibits radiation levels above background, normally 0.01-0.02 mrem/hr (milliroentgen equivalent in man per hour), that are less than or equal to 2 mrem/hr, there is a possible radiation source present. Continue the investigation with caution, and inform the SHSO. If the radiation levels are greater than 2 mrem/hr there is a potential radiation hazard. Work will stop, and the Field Team Leader and Project Manager will be notified so that new procedures can be developed and implemented.
- **Explosive or Shock-Sensitive Waste** - If handling is necessary, exercise extreme caution, have nonessential personnel move to a safe distance, and use a grappler unit for initial handling which is constructed for explosive containment. Use nonsparking equipment and/or remote control devices.
- **Bulging Drums** - Do not move drums under internal pressure unless proper equipment is used, such as a grappler unit constructed for explosive containment.
- **Packaged Laboratory Wastes (Lab Packs)** - Lab Packs can be an ignition source for fires and sometimes contain shock-sensitive materials. Once a lab pack has been opened, a chemist or other qualified individual should inspect, classify and segregate the bottles (without opening), according to the hazards of the wastes. The objective of such a classification system is to ensure safe segregation of the lab packs' contents (refer to Table 2 for an example of a lab pack classification). If crystalline material is noted at the neck of any bottle, handle it as a shock-sensitive waste (due to the potential presence of picric acid, potassium permanganate or explosive mixtures resulting when the aqueous solution crystallizes), or other inimical (harmful) materials, and obtain advice from qualified personnel prior to handling.

Until drum contents are characterized, sampling personnel will assume that unlabeled drums contain hazardous materials. Personnel also should be aware that drums are frequently mislabeled and may not contain the material identified.

TABLE 2
LAB PACK CLASSIFICATION EXAMPLES

Classification	Examples
Inorganic acids	Hydrochloric Acid Sulfuric Acid
Inorganic bases	Sodium hydroxide Potassium hydroxide
Strong oxidizing agents	Ammonium nitrate Barium nitrate Sodium chlorate Sodium peroxide
Strong reducing agents	Sodium thiosulfate Oxalic acid Sodium sulphite
Anhydrous organics and organometallics	Tetraethyl lead Phenylmercuric chloride
Anhydrous inorganics and metal hydrides	Potassium hydride Sodium hydride Sodium metal Potassium
Toxic organics	PCBs Insecticides
Flammable organics	Hexane Toluene Acetone
Inorganics	Sodium carbonate Potassium chloride
Inorganic cyanides	Potassium cyanide Sodium cyanide Copper cyanide
Organic cyanides	Cyanoacetamide
Toxic metals	Arsenic Cadmium Lead Mercury

8.3 Drum Opening

Drums are to be opened and sampled in place. For opening drums manually, equipment such as a nonsparking metal (brass, bronze/manganese, aluminum, molybdenum) bung/plug wrench and a drum deheading device will be used for waste contents that are known to be nonreactive and nonexplosive, within a structurally sound drum.

While opening drums manually with a bung wrench, the following procedures will be used:

- Drums will be positioned bung up, or, for drums with bungs on the side, laid on their sides with the bung plug up. Note that care should be taken when moving a drum into position for opening.
- Use a wrenching motion that is a slow and steady pull across the drum, using a "cheater bar" if the leverage for unscrewing the bung is poor.
- If there is evidence of incompatible chemical reactions, a sudden pressure buildup, or a release of potentially toxic fumes while the bung is being loosened, field personnel will immediately leave the area and arrange for remote drum opening equipment to be used.
- If the drum cannot be opened successfully using a nonsparking hand wrench, then other methods of drum opening (deheading or puncturing) must be considered. If deheading or puncturing a drum, it will be necessary to overpack the drum to minimize the potential for spilling the drum's contents.
- If the drum shows signs of swelling or bulging, perform all steps slowly. From a remote location, relieve excess pressure prior to drum opening using the devices listed below, if possible. If performing drum opening activities manually, place a barrier such as an explosion-resistant plastic shield between the worker and bung to deflect any gas, liquid, or solids which may be expelled as the bung is loosened.

Whenever possible, use the following remote-controlled devices for opening drums:

- A pneumatically operated impact wrench to remove drum bungs.

- A hydraulically or pneumatically operated drum piercer.
- A backhoe equipped with bronze spikes for penetrating drum tops (typical in large-scale operations).

Additional general procedures for drum opening are as follows:

- If a supplied-air respiratory protection system is used, the bank of air cylinders must be maintained outside of the work area.
- If personnel must be located near the drums being opened, place explosion-resistant plastic shields between them and the drums, in case of detonation. Locate controls for drum opening equipment, monitoring equipment, and fire suppression equipment behind the explosion-resistant plastic shield. Nonessential personnel must be positioned upwind from the drum opening and sampling operations.
- When feasible, monitor air quality continuously during drum opening, and as close as possible to the potential source of contaminants, (i.e., placing probes as close as practical without hindering drum opening operations), and hang or balance the drum opening equipment to minimize exertion.
- Do not use picks, chisels, etc. to open drums manually.
- Open exotic metal drums and polyethylene or polyvinylchloride-lined (PVC-lined) drums by removing or manually drilling the bung, while exercising extreme caution.
- Do not open or sample individual containers within laboratory packs.
- Reseal open bungs and/or drill openings as soon as possible, with new bungs or plugs to avoid explosions and/or vapor generation. If an open drum cannot be resealed, place the drum into an overpack.
- Plug any openings in pressurized drums with pressure venting caps set to a 5-psi release to allow venting of vapor pressure.

- Decontaminate and/or properly dispose of sampling equipment after each use to avoid mixing incompatible wastes and contaminating subsequent samples.

8.4 Drum Sampling

When sampling a previously sealed vessel, check for the presence of bottom sludge. Since some layering or stratification is likely in any solution left undisturbed over time, take a sample that represents the entire depth of the vessel.

The most widely used instrument for sampling is a glass tube commonly referred to as a glass thief (Figure 7, Attachment B). This tool is simple, cost effective, quick and collects a sample without having to decontaminate. Glass thieves are typically 6 mm to 16 mm I.D. and 48 inches long.

Drum sampling can be a very hazardous activity because it often involves direct contact with unidentified wastes. Prior to collecting any sample, field team personnel will become familiar with the procedures identified in the Sampling Plan and in this SOP.

Certain information can be construed from the drumhead configuration prior to sampling, such as:

- Removable "Whole" Lid = designed to contain solid material
- Bung opening = designed to contain liquids
- Drum Liner = may contain a highly corrosive or otherwise hazardous material

When manually sampling from a drum, use the following techniques:

- Keep sampling personnel at a safe distance while drums are being opened. Sample only after opening procedures are complete.
- Do not lean over or between other drums to reach the drum being sampled.
- Cover drum tops with plastic sheeting or other suitable uncontaminated materials to avoid excessive contact with the drum tops.

- Never stand on drums. Use mobile steps or another platform to achieve the height necessary to safely sample from the drums.
- After the drum has been opened, monitor headspace gases with no less than an explosimeter and an organic vapor analyzer. In most cases it is impossible to observe the contents of these sealed or partially sealed vessels.
- Obtain samples with either glass rods (thiefs) or with a vacuum pump and tubing. Do not use contaminated items such as discarded rags during sampling. Glass rods will be removed prior to pumping to minimize damage to pumps.
- Identify each drum with a sample number. Record the number on the Drum Waste Characterization Sheet and permanently on the drum (mark lid and side) using either a label, permanent marker, or spray paint. Cover drums with plastic sheeting and secure to minimize degradation of labeling from variable weather conditions.

8.4.1 Procedures for using a glass thief are as follows:

1. Remove cover from sample container.
2. Insert glass tubing almost to the bottom of the drum or until a solid layer is encountered. About one foot of tubing should extend above the drum.
3. Allow the waste in the drum to reach its natural level in the tube.
4. Cap the top of the sampling tube with a tapered stopper or thumb, ensuring liquid does not come into contact with stopper.
5. Carefully remove the capped tube from the drum and insert the uncapped end in the sample container.
6. Release stopper and allow the glass thief to drain until the container is approximately 2/3 full.

7. Remove tube from the sample container.
8. Cap the sample container tightly and place prelabeled sample container in a carrier.
9. Replace bung or lid securely on drum.
10. Break the thief into pieces inside a drum which has been designated for solid hazardous waste disposal. Previously, drum thieves were broken and disposed inside the drum being sampled. However, this activity hinders the future disposal of liquid drum contents by introducing solid material.
11. Log all samples in the site logbook and on field data sheets.
12. Package samples and complete necessary paperwork.
13. Transport sample to decontamination zone in preparation for transport to analytical laboratory.

8.4.2 COLIWASA Sampler

The Composite Liquid Waste Sampler (COLIWASA) is designed to collect a sample from the full depth of a drum and maintain it in the transfer tube until delivery to the sample bottle. The COLIWASA (Figure 8, Attachment B) is a much cited sampler designed to permit representative sampling of multiphase wastes from drums and other containerized materials. One configuration consists of a 152 cm x 4 cm inside diameter (I.D.) section of tubing with a neoprene stopper at one end attached by a rod running the length of the tube to a locking mechanism at the other end. Manipulation of the locking mechanism opens and closes the sampler by raising and lowering the neoprene stopper.

9.0 QUALITY ASSURANCES/QUALITY CONTROL

The following quality assurance procedures apply:

- Document all data on standard chain of custody forms, field data sheets and/or within site logbooks.

- Operate all instrumentation in accordance with operating instructions as supplied by the manufacturer, unless otherwise specified in the Work Plan and Sampling Plan. Equipment checkout and calibration activities must occur prior to sampling/operation, and must be documented in the field logbook.

Quality assurance records shall consist of completed Drum Waste Characterization Sheets and data entered into the Field Logbook. A sample Drum Waste Characterization Sheet is presented as Attachment A. Attachment B contains example figures of drum sampling equipment.

10.0 REFERENCES

NIOSH/OSHA/USCG/EPA, 1985. Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities. U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control, National Institute for Occupational Safety and Health. Publication No. 85-115.

U.S. EPA, 1986. Drum Handling Practices at Hazardous Waste Sites. Wetzel, Furman, Wickline, and Hodge, JRB Associates, McLean, Virginia. Publication No. 86-165362.

NIOSH, 1990. NIOSH Pocket Guide to Chemical Hazards. U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control, National Institute for Occupational Safety and Health, Cincinnati, Ohio. Publication No. 90-117.

U.S. EPA, 1991 Compendium of ERT Waste Sampling Procedures. OSWER Directive 9360.4-07. EPA/540/P-91/008

ATTACHMENT A

DRUM WASTE CHARACTERIZATION SHEET

Project Location _____ Project No. _____

Project Manager _____ Telephone _____

Logger _____ Sampler _____

Weather _____ Date _____ Time _____

Drum Type: ☐ Fiber ☐ Steel ☐ Poly ☐ Stainless Steel ☐ Nickel
☐ Poly-Lined ☐ Ring Top ☐ Closed Top ☐ Overpacked

Drum Size: 85 ☐ 55 ☐ 42 ☐ 30 ☐ 16 ☐ 10 ☐ 5 ☐ Other _____

Drum Contents: Amount Full ☐ 3/4 ☐ 1/2 ☐ 1/4 ☐ <1/4 ☐ MT ☐

Drum Condition: Good ☐ Fair ☐ Poor ☐

Physical State					Color	Clarity			Layer Thickness (Inches)
	Liquid	Solid	Gel	Sludge	Use Std. Colors	Clear	Cloudy	Opaque	
Top									
Middle									
Bottom									

pH _____ PID _____ ppm

Rad Meter _____ mr/hr

Other _____

MFG Name _____

Chemical Name _____

Additional Information: _____

LABORATORY COMPATIBILITY ANALYSES

Physical State					Color	Clarity			Water Sol.	React.	pH	Hex. Sol.	Per.	Oxid.	CN	Sul.	Biel-Stein	Flash Point
	Liquid	Solid	Gel	Sludge	Use Std. Colors	Clear	Cloudy	Opaque	Sol. Sor I Density	A - Air W - Water	Std. Unit	S or I	+ or -	+ or -	+ or -	+ or -	+ or -	°C or °F
Top																		
Middle																		
Bottom																		

Comments: _____

PCB Conc. _____ ppm Flash Point _____ °C

Data Reviewer _____ Compatibility Comp. Bulk No. _____

Field Reviewer _____

ATTACHMENT B

LIST OF FIGURES

Figure 1: Universal Bung Wrench

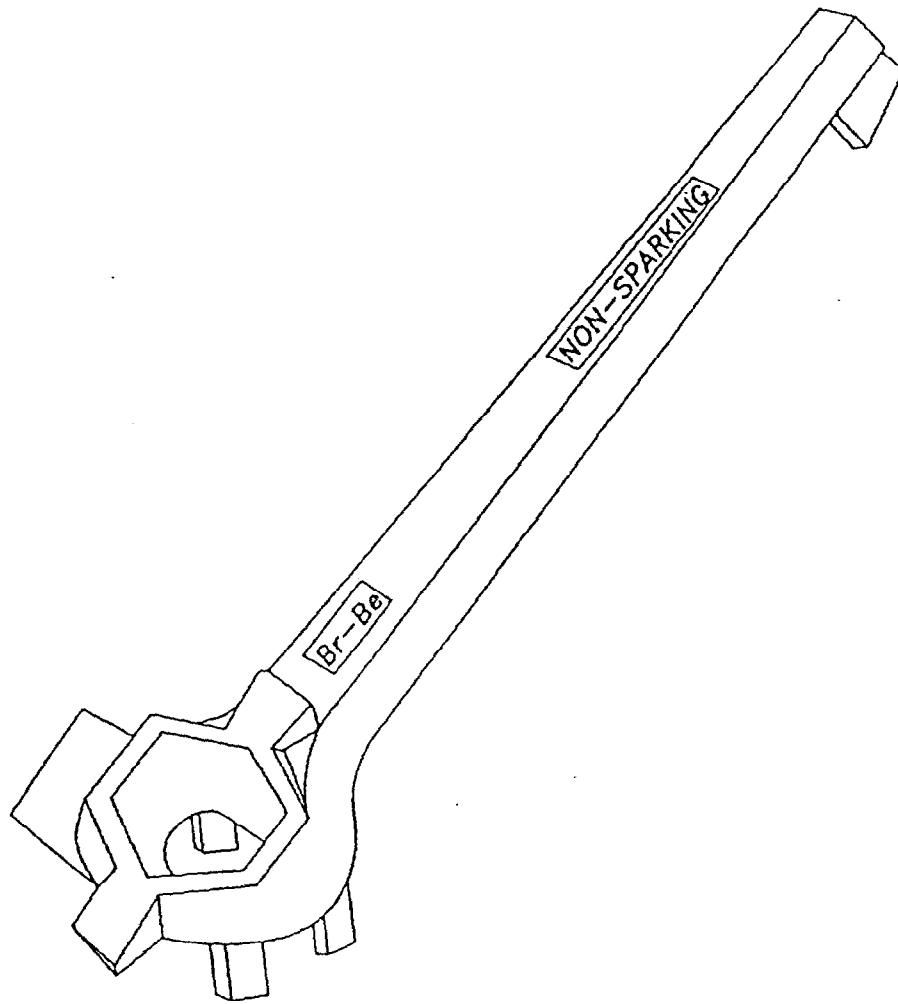


Figure 2: Drum Deheader

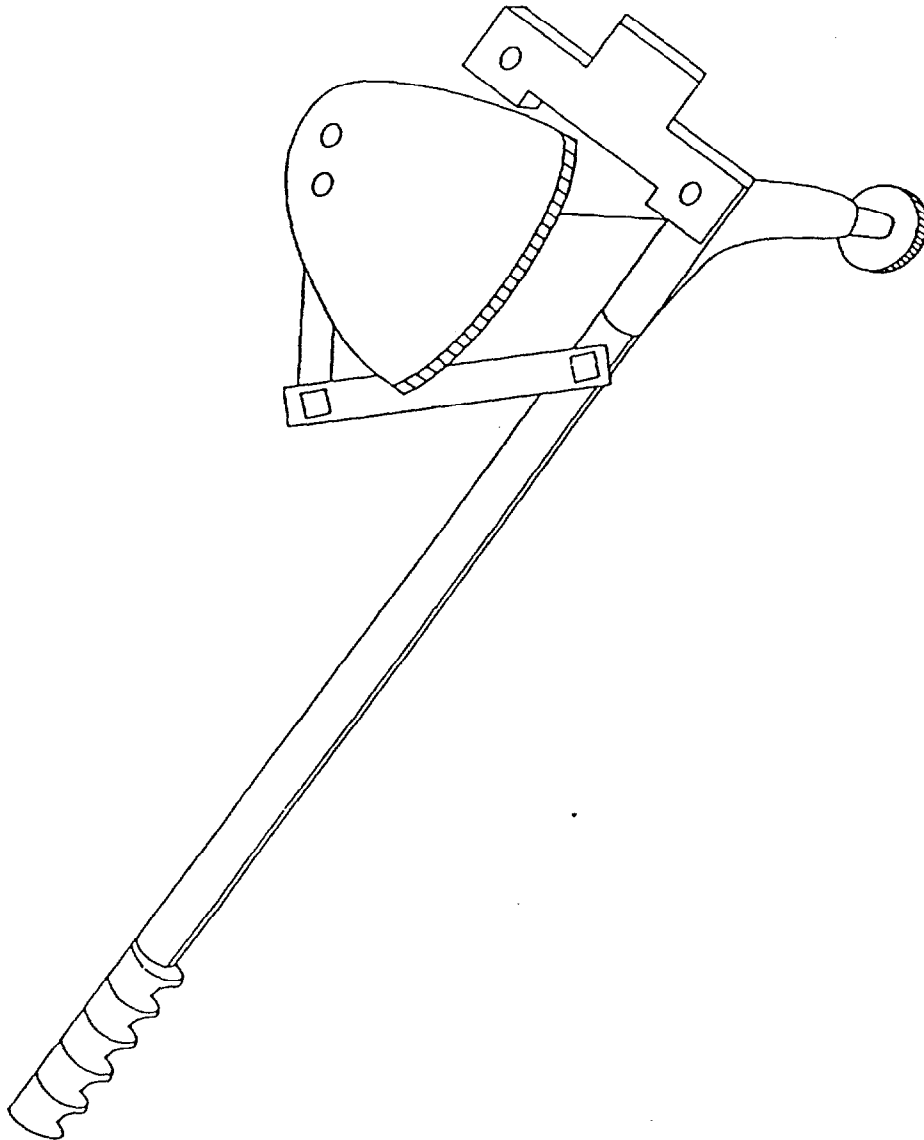


Figure 3: Hand Pick, Pickaxe, and Hand Spike

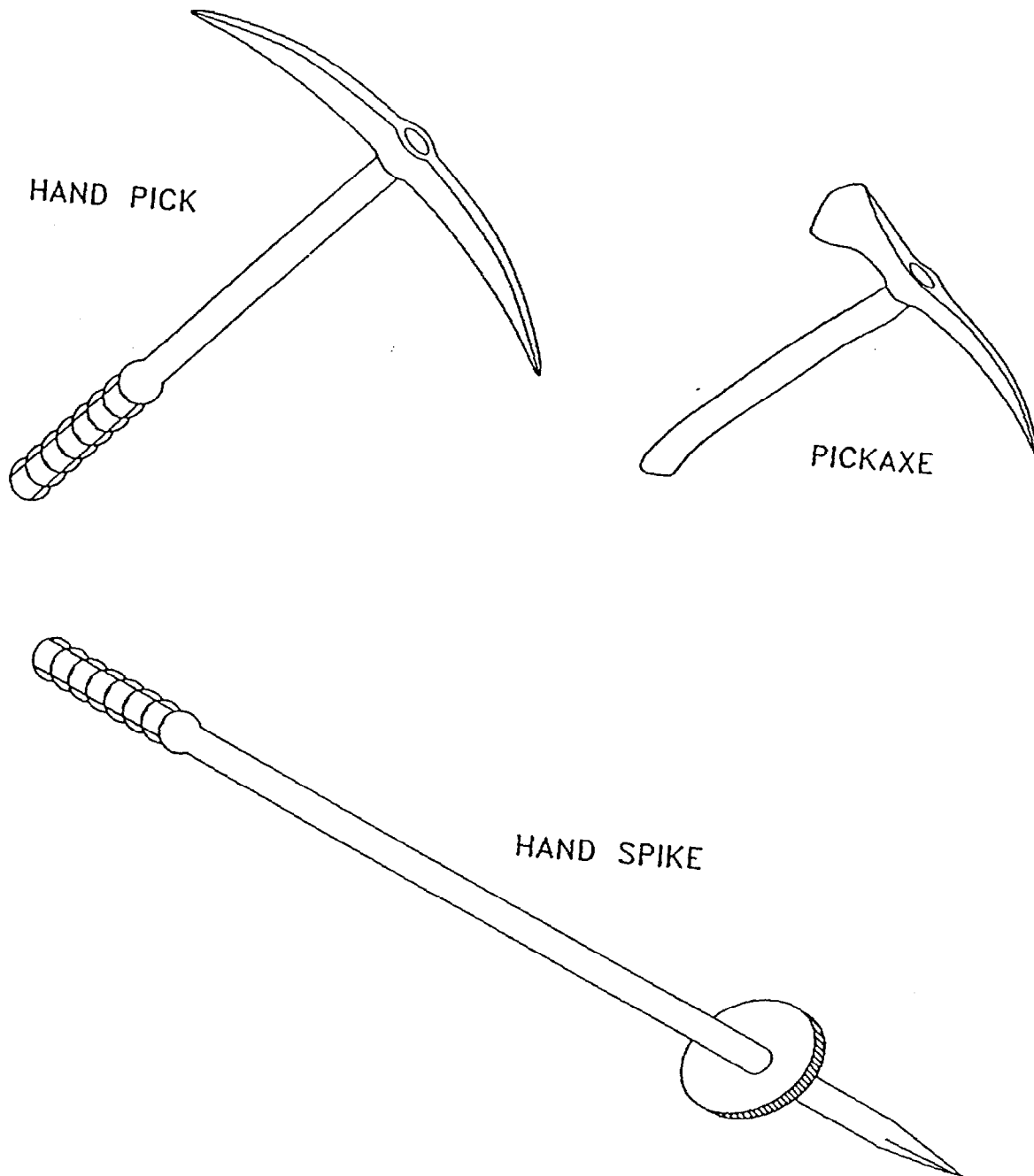


Figure 4: Backhoe Spike

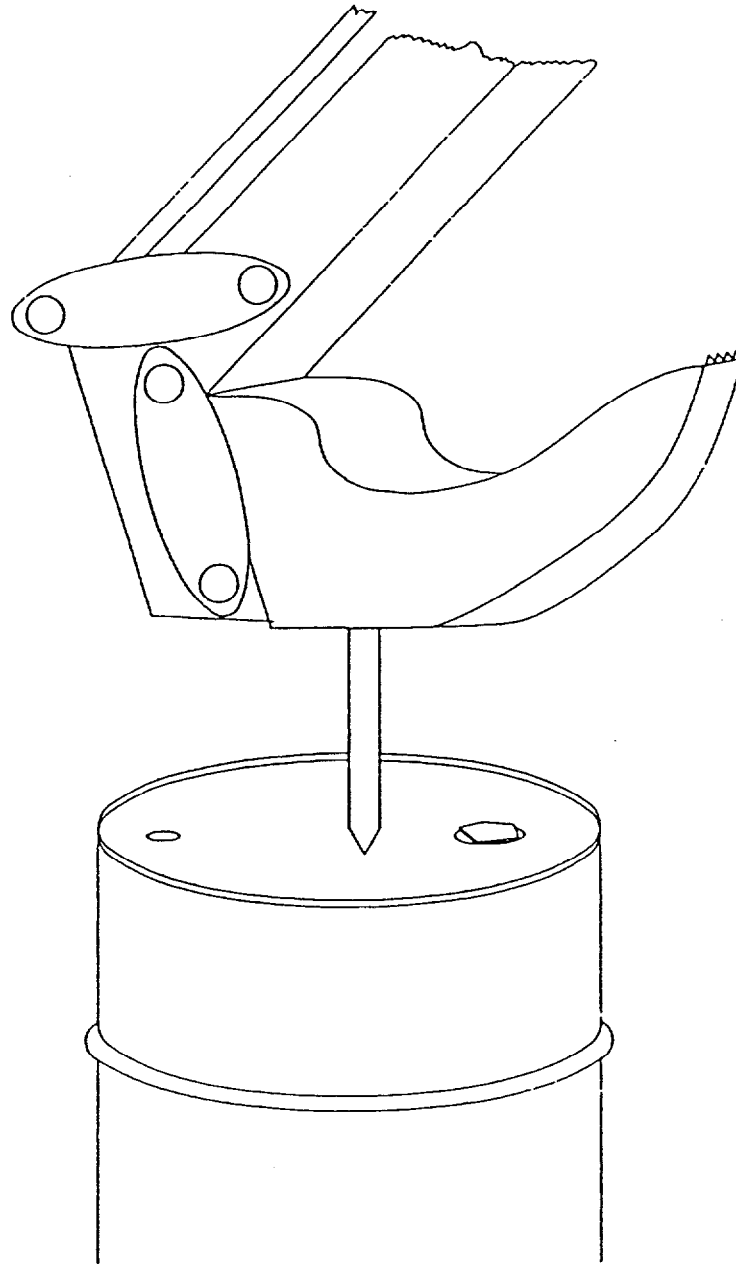


Figure 5: Hydraulic Drum Opener

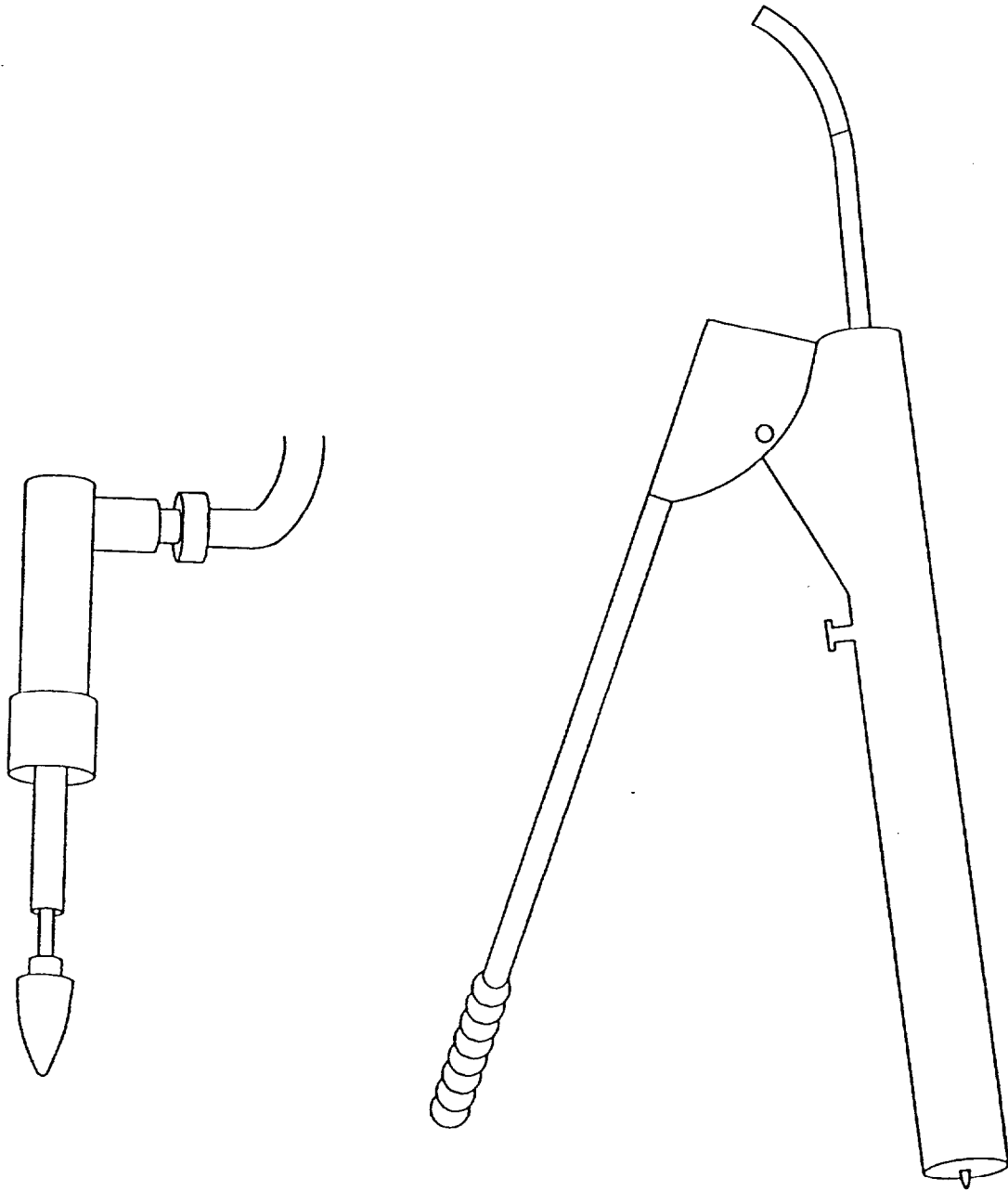


Figure 6: Pneumatic Bung Remover

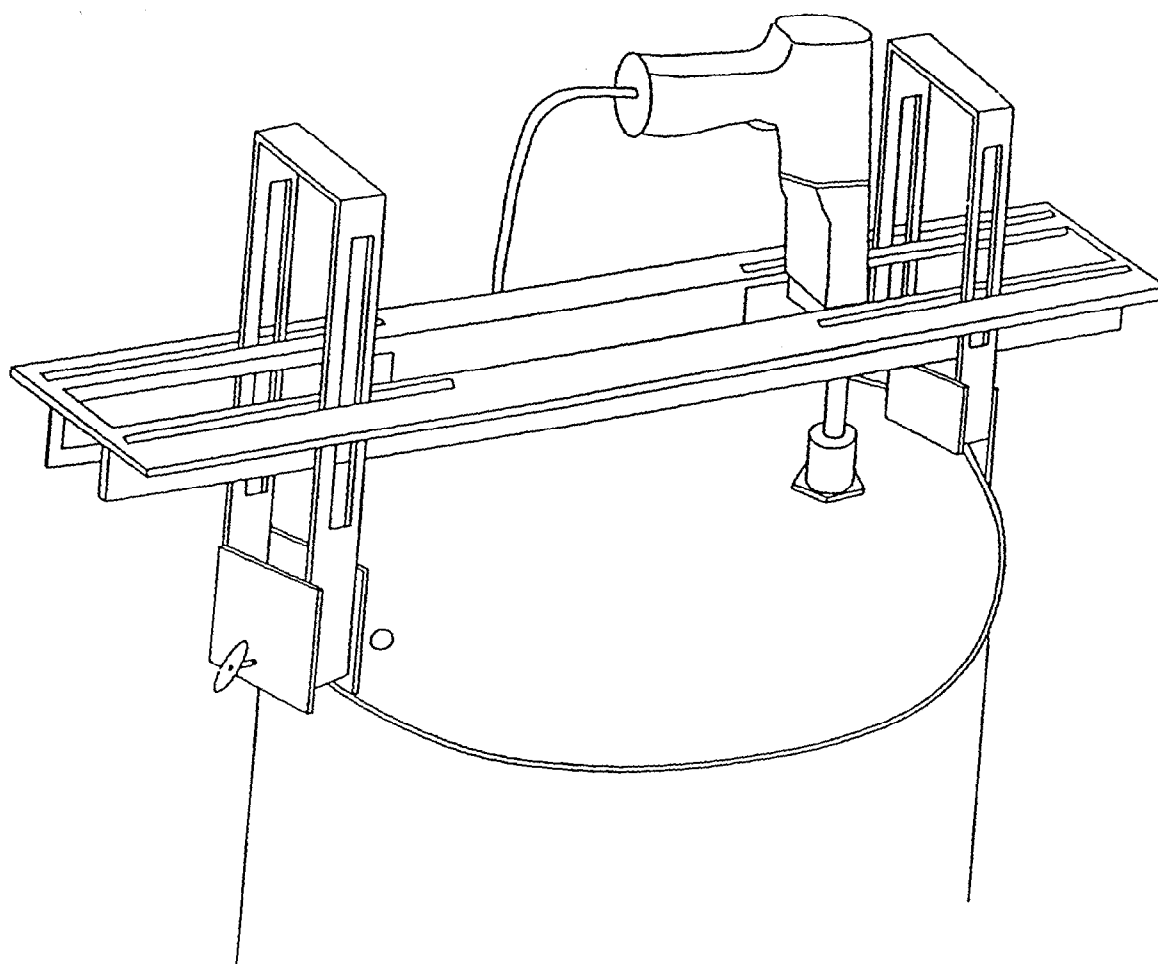
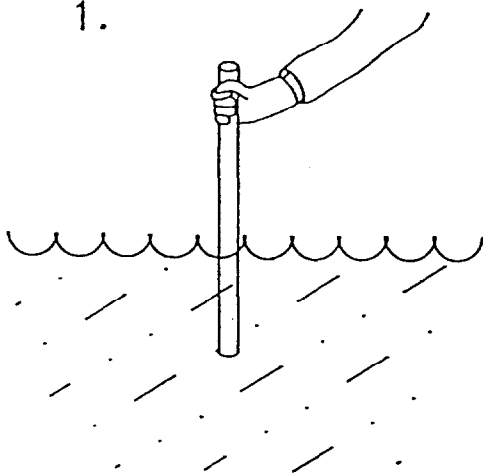


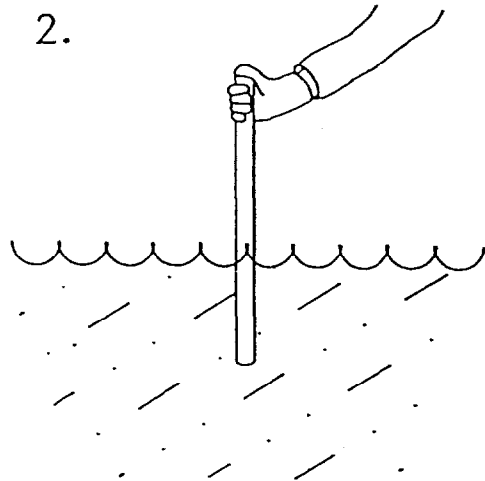
Figure 7: Glass Thief

1.



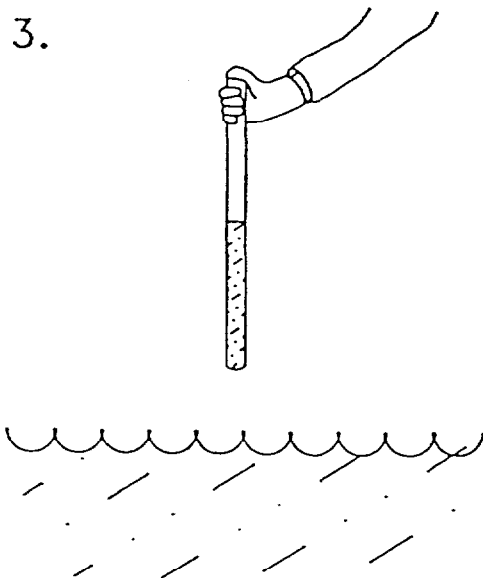
Insert open tube (thief) sampler in containerized liquid.

2.



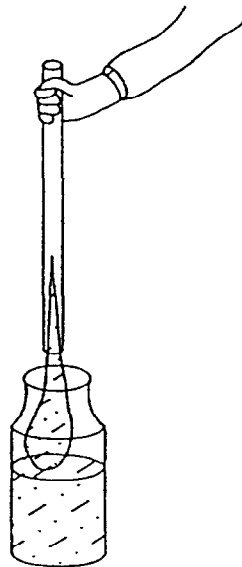
Cover top of sampler with gloved thumb.

3.



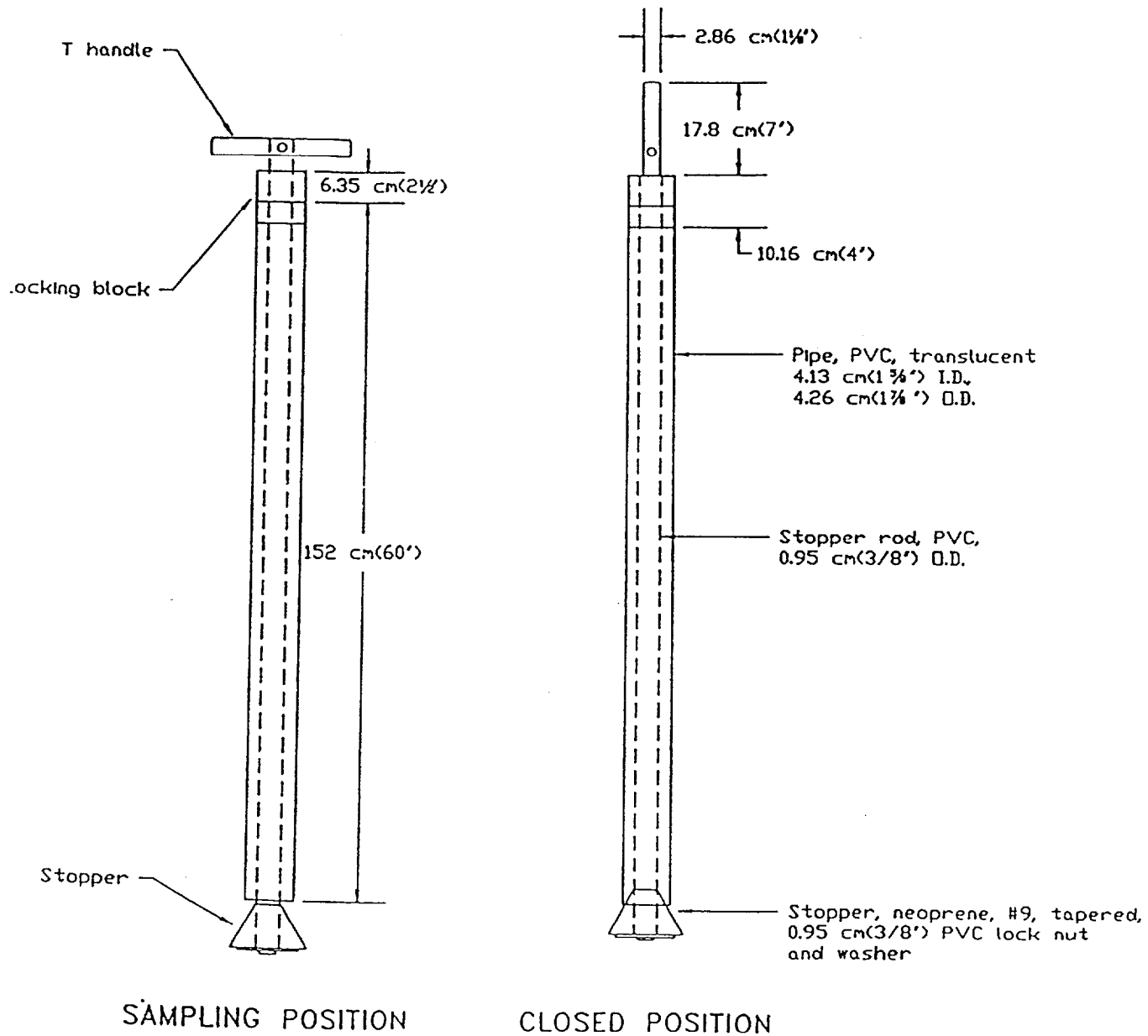
Remove open tube (thief) sampler from containerized liquid.

4.



Place open tube sampler over appropriate sample bottle and remove gloved thumb.

Figure 8: COLIWASA



APPENDIX L
WASTEWATER SAMPLE ACQUISITION

WASTEWATER SAMPLE ACQUISITION TABLE OF CONTENTS

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 DEFINITIONS**
- 4.0 RESPONSIBILITIES**
- 5.0 PROCEDURES**
 - 5.1 On-Shore
 - 5.2 Off-Shore
- 6.0 QUALITY ASSURANCE RECORDS**
- 7.0 REFERENCES**

WASTEWATER SAMPLE ACQUISITION

1.0 PURPOSE

The purpose of this SOP is to provide general reference information for collecting wastewater samples.

2.0 SCOPE

This procedure provides information for the acquisition of waste water samples. Review of the information contained herein will ensure that sample acquisition is properly conducted.

3.0 DEFINITIONS

Sampling Plan - A "plan of action" that guides the implementation of methods that will lead to achieving the plans objective(s).

Grab Sample - An entire sample which is collected at one specific sample location at a specific point in time.

Composite Sample - A sample which is collected at several different locations and/or at different points in time.

Environmental Sample - Samples of naturally occurring materials; soil, sediment, air, water.

Waste Sample - Samples which are comprised of process wastes or other manmade waste material(s).

4.0 RESPONSIBILITIES

Project Manager - The Project Manager is responsible for ensuring that project specific plans are in accordance with procedures where applicable, or that other approved procedures are developed. The Project Manager is responsible for development of documentation of procedures which deviate from those presented herein.

Field Team Leader - The Field Team Leader is responsible for selecting and detailing the waste water sample acquisition techniques and equipment to be used. It is the responsibility of the Field Team Leader to ensure that these procedures are implemented in the field and to ensure that the Field Investigation personnel performing the sample acquisition activities have been briefed and trained to execute these procedures.

Field Investigation Personnel - It is the responsibility of the Field Investigation Personnel to follow these procedures or to follow documented project specific procedures as outlined in the Work Plan and as directed by the Field Team Leader and Project Manager. The Field Investigation Personnel are responsible for documenting all wastewater sampling activities and ambient air monitoring results in the field log book.

5.0 PROCEDURES

This protocol outlines procedures and equipment for the collection of representative liquid samples and sediment/sludge samples from standing lakes, ponds and lagoons, and flowing streams, rivers, channels, sewers and leachate seeps.

The collection of samples from these sources presents a unique challenge. Often sampling can be quite easy and routine (e.g., collecting a surface water sample from a two foot deep stream). Other times, the nature of site specific conditions may dictate that: 1) special equipment is needed to access the sample, 2) appropriate health and safety measures are critical, 3) proper timing is essential due to waste release times or tidal fluctuations, and/or 4) wastewater flow rate is a factor for consideration.

Prior to sample collection, impoundment characteristics (size, depth, flow) should be recorded in the field log book. Sampling should proceed from downstream locations to upstream locations so that sediment disturbance (turbidity) caused by sampling does not affect sample quality. Additionally, if a sediment sample will be collected at the same location as a liquid sample, the liquid sample must be collected first to minimize sample turbidity.

If the Sampling Plan requires that samples are to be collected from the shore of an impoundment, specific health and safety considerations must be addressed. The person collecting the sample should be fitted with a safety harness and rope secured to a sturdy, immobile object on shore. Backup personnel should be available to assist in sample collection

and should be prepared and able to pull the sampler to safety if unstable banks are encountered.

To more adequately characterize the content and/or quality of an impoundment, samples may be collected away from the shoreline, often at various depths. If the content of the impoundment is suspected to be highly hazardous, the risk to sampling personnel must be weighed against the need to collect the sample. If a barge or boat is used, each person on the vessel must be equipped with a life preserver and/or lifeline.

The sampling of liquids in lakes, ponds, lagoons, streams, rivers, channels, sewers and leachate seeps is generally accomplished through the use of one of the following samplers:

- Laboratory cleaned sample bottle
- Pond sampler
- Weighted bottle sampler
- Wheaton dip sampler
- Kemmerer Depth Sampler
- Bacon Bomb Sampler

The factors that will contribute to the selection of a sampler include the width, depth and flow of the location being sampled, and whether the sample will be collected from the shore or a vessel.

For flowing liquids, tidal influence on the collected sample is an additional concern and should be addressed in the Sampling Plan. At a minimum, the stage of the tide at the time of sample collection should be recorded. Consideration should be given to sampling at varied tidal stages as well as seasonally. Tidal information can be obtained from local bait shops, newspaper listings and/or local radio or television news reports.

Samplers may encounter situations where rate of flow affects their ability to collect a sample. For fast flowing rivers and streams it may be nearly impossible to collect a mid-channel sample at a specific point. Low flowing streams and leachate seeps present the opposite problem. In these cases the sampler should attempt to locate an area where flow is obstructed and a pool is created. If this is not possible, sediment may be dug with a decontaminated trowel to create a pooled area where sufficient liquid will accumulate for sampling.

5.1 On-Shore

If the banks are not sloped, sampling personnel may be able to collect the liquid directly into the sample bottle. In some instances where access is limited, a pond sampler, by virtue of its extension capabilities, may be necessary. For a stream, channel or river, collect the sample at mid-depth. For standing liquid, collect the sample from just below the surface or at mid-depth. Once the sample is obtained by sample vessel, transfer it directly into the sample bottle. If volatile organic compounds (VOCs) are to be analyzed, fill the appropriate sample containers for VOCs first, then fill sample containers for other chemical analyses. Decontaminate the sampling device following procedures outlined in the Sampling Plan and/or SOP F502 before obtaining the next sample.

5.2 Off-Shore

Collect a liquid sample using the sample bottle or decontaminated pond sampler, if necessary. If the liquid has stratified, a sample of each strata should be collected. One of the depth samplers listed above will allow collection of discrete representative liquid samples at various depths. Proper use of the chosen sampling device includes slowly lowering and careful retrieval of the sample, immediate transfer of the liquid into the appropriate sampling container, and logbook notation of the depth at which the sample was collected. After collection, the sampling device must be decontaminated prior to obtaining the next sample.

6.0 QUALITY ASSURANCE RECORDS

Quality assurance records shall consist of recording sample date and acquisition time(s), sample number, sample location(s), sample depth(s), name of the Field Investigation Personnel collecting the sample(s), and Service Order Number in the field logbook. The type of container used to hold the sample and preservative agent, if needed, also will be documented, as will the method of sampling equipment decontamination. In addition, if photographs are taken of the sample site, the photograph number and direction of view shall be recorded as well.

7.0 REFERENCES

Field Sampling Procedures Manual. Chapter 8. New Jersey Department of Environmental Protection, Trenton, New Jersey. February 1988.

Sampling and Analysis Methods. Compilation of EPA's Sampling and Analysis Methods, USEPA, Washington, D.C. 1991.

Characterization of Hazardous Waste Sites. USEPA, Washington, D. C. 1990.

APPENDIX M
SAMPLE PRESERVATION AND HANDLING

SAMPLE PRESERVATION AND HANDLING TABLE OF CONTENTS

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 DEFINITIONS**
- 4.0 RESPONSIBILITIES**
- 5.0 PROCEDURES**
 - 5.1 Sample Containers
 - 5.2 Preservation Techniques
 - 5.3 Sample Holding Times
- 6.0 SAMPLE HANDLING AND TRANSPORTATION**
- 7.0 REFERENCES**

SAMPLE PRESERVATION AND HANDLING

1.0 PURPOSE

This SOP describes the appropriate containers for samples of particular matrices, and the steps necessary to preserve those samples when shipped off site for chemical analysis. It also identifies the qualifications for individuals responsible for the transportation of hazardous materials and samples and the regulations set forth by the Department of Transportation regarding the same.

2.0 SCOPE

Some chemicals react with sample containers made of certain materials; for example, trace metals adsorb more strongly to glass than to plastic, while many organic chemicals may dissolve various types of plastic containers. It is therefore critical to select the correct container in order to maintain the integrity of the sample prior to analysis.

Many water and soil samples are unstable and may change in chemical character during shipment. Therefore, preservation of the sample may be necessary when the time interval between field collection and laboratory analysis is long enough to produce changes in either the concentration or the physical condition of the constituent(s). While complete and irreversible preservation of samples is not possible, preservation does retard the chemical and biological changes that may occur after the sample is collected.

Preservation techniques are usually limited to pH control, chemical addition(s), and refrigeration/freezing. Their purposes are to (1) retard biological activity, (2) retard hydrolysis of chemical compounds/complexes, (3) reduce constituent volatility, and (4) reduce adsorption effects.

Typical sample container and preservation requirements for the CLEAN Program are referenced in NEESA 20.2-047B and are provided in Attachment A of this SOP. Note that sample container requirements (i.e., volumes) may vary by laboratory.

The Department of Transportation, Code of Federal Regulations (CFR) Title 49 establishes regulations for all materials offered for transportation. The transportation of environmental

samples for analysis is regulated by Code of Federal Regulations Title 40 (Protection of the Environment), along with 49 CFR Part 172 Subpart H. The transportation of chemicals used as preservatives and samples identified as hazardous (as defined by 49 CFR Part 171.8) are regulated by 49 CFR Part 172.

3.0 DEFINITIONS

HCl - Hydrochloric Acid

H₂SO₄ - Sulfuric Acid

HNO₃ - Nitric Acid

NaOH - Sodium Hydroxide

Normality (N) - Concentration of a solution expressed as equivalents per liter, where an equivalent is the amount of a substance containing one mole of replaceable hydrogen or its equivalent. Thus, a one molar solution of HCl, containing one mole of H, is "one-normal," while a one molar solution of H₂SO₄ containing two moles of H, is "two-normal."

4.0 RESPONSIBILITIES

Project Manager - The Project Manager is responsible for ensuring that project-specific plans are in accordance with these procedures, where applicable, or that other, approved procedures are developed. The Project Manager is responsible for development of documentation of procedures which deviate from those presented herein. The Project Manager is also responsible for proper certification of individuals responsible for transportation of samples of hazardous substances.

Field Team Leader - It is the responsibility of the Field Team Leader to ensure that these procedures are implemented in the field and to ensure that personnel performing sampling activities have been briefed and trained to execute these procedures. The Field Team Leader is responsible to ensure all samples and/or hazardous substances are properly identified, labeled, and packaged prior to transportation.

Sampling Personnel - It is the responsibility of the field sampling personnel to initiate sample preservation and handling. It is also the responsibility of the field sampling personnel to understand and adhere to the requirements for proper transportation of samples and/or hazardous substances.

5.0 PROCEDURES

The following procedures discuss sample containerization and preservation techniques that are to be followed when collecting environmental samples for laboratory analysis.

5.1 Sample Containers

For most samples and analytical parameters either glass or plastic containers are satisfactory. In general, if the analyte(s) to be measured is organic in nature, the container shall be made of glass. If the analyte(s) is inorganic, then glass or plastic containers may be used. Containers shall be kept out of direct sunlight (to minimize biological or photo-oxidation/photolysis of constituents) until they reach the analytical laboratory. The sample container shall have approximately five to ten percent air space ("ullage") to allow for expansion/vaporization if the sample is heated during transport (one liter of water at 4°C expands by 15 milliliters if heated to 130°F/55°C); however, head space for volatile organic analyses shall be omitted.

The analytical laboratory shall provide sample containers that have been certified clean according to USEPA procedures. Shipping containers for samples, consisting of sturdy ice chests, are to be provided by the laboratory.

Once opened, the sample container must be used at once for storage of a particular sample. Unused, but opened, containers are to be considered contaminated and must be discarded. Because of the potential for introduction of contamination, they cannot be reclosed and saved for later use. Likewise, any unused containers which appear contaminated upon receipt, or which are found to have loose caps or missing liners (if required for the container) shall be discarded.

General sample container, preservative, and holding time requirements are listed in Attachment A.

5.2 Preservation Techniques

The preservation techniques to be used for various analytes are listed in Attachment A. Reagents required for sample preservation will either be added to the sample containers by

laboratory prior to their shipment to the field or added in the field using laboratory supplied preservatives. Some of the more commonly used sample preservation techniques include storage of sample at a temperature of 4°C, acidification of water samples, and storage of samples in dark (i.e. amber) containers to prevent the samples from being exposed to light.

All samples shall be stored at a temperature of 4°C. Additional preservation techniques shall be applied to water samples as follows:

- Water samples to be analyzed for volatile organics shall be acidified.
- Water samples to be analyzed for semivolatile organics shall be stored in dark containers.
- Water samples to be analyzed for pesticides/PCBs shall be stored in dark containers.
- Water samples to be analyzed for inorganic compounds shall be acidified.

These preservation techniques generally apply to samples of low-level contamination. The preservation techniques utilized for samples may vary. However, unless documented otherwise in the project plans, all samples shall be considered low concentration. All samples preserved with chemicals shall be clearly identified by indicating on the sample label that the sample is preserved.

5.3 Sample Holding Times

The elapsed time between sample collection and initiation of laboratory analyses is considered the holding time and must be within a prescribed time frame for each individual analysis to be performed. Sample holding times for routine sample collection are provided in Attachment A.

6.0 SAMPLE HANDLING AND TRANSPORTATION

After collection, the outside of all sample containers will be wiped clean with a damp paper towel; however sample handling should be minimized. Personnel should use extreme care to ensure that samples are not contaminated. If samples are placed in an ice chest, personnel should ensure that melted ice cannot cause sample containers to become submerged, as this may result in sample cross-contamination and loss of sample labels. Sealable plastic bags, (zipper-type bags), should be used when glass sample containers are placed in ice chests to prevent cross-contamination, if breakage should occur.

Samples may be hand delivered to the laboratory or they may be shipped by common carrier. Relevant regulations for the storage and shipping of samples are contained in 40 CFR 261.4(d). Parallel state regulations may also be relevant. Shipment of dangerous goods by air cargo is also regulated by the United Nations/International Civil Aviation Organization (UN/ICAO). The Dangerous Goods Regulations promulgated by the International Air Transport Association (IATA) meet or exceed DOT and UN/ICAO requirements and should be used for shipment of dangerous goods via air cargo. Standard procedure for shipping environmental samples are given in Attachment B.

7.0 REFERENCES

American Public Health Association, 1981. Standard Methods for the Examination of Water and Wastewater. 15th Edition. APHA, Washington, D.C.

USEPA, 1984. "Guidelines Establishing Test Procedures for the Analysis of Pollutants under Clean Water Act." Federal Register, Volume 49 (209), October 26, 1984, p. 43234.

USEPA, 1979. Methods for Chemical Analysis of Water and Wastes. EPA-600/4-79-020. USEPA EMSL, Cincinnati, Ohio.

USEPA, Region IV, 1991. Environmental Compliance Branch Standard Operating Procedures and Quality Assurance Manual. Athens, Georgia.

Protection of the Environment, Code of Federal Regulation, Title 40, Parts 260 to 299.

Transportation, Code of Federal Regulation, Title 49, Parts 100 to 177.

ATTACHMENT A

**REQUIRED CONTAINER, PRESERVATION TECHNIQUES
AND HOLDING TIMES**

ATTACHMENT A

SUMMARY OF CONTAINERS, PRESERVATION, AND HOLDING TIMES FOR AQUEOUS SAMPLES

Parameter	Bottle Requirements	Preservation Requirements	Holding Time ⁽¹⁾	Analytical Method	Bottle Volume
Volatile Organic Compounds (VOA)	glass teflon lined cap	Cool to 4°C 1:1 HCl pH <2	10 days	CLP	2 x 40 ml
Semivolatile Organic Compounds (SVOA)	glass teflon lined cap	Cool to 4°C Dark	Extraction within 5 days Analyze 40 days	CLP	2 x 1 liter
PCB/Pesticides	glass teflon lined cap	Cool to 4°C Dark	Extraction within 5 days Analyze 40 days	CLP	2 x 1 liter
Cyanide	plastic/glass	NaOH to pH >12 Cool to 4°C	14 days	CLP EPA 335.2	1 x 1 liter
Metals (TAL)	plastic/glass	HNO ₃ to pH <2	180 days except Mercury is 26 days	CLP	1 x 1 liter
Total Organic Carbon	glass, teflon lined cap	Cool to 4°C H ₂ SO ₄ to pH <2	28 days	EPA 415.1	2 x 40 ml
Total Organic Halogen	plastic/glass	Cool to 4°C H ₂ SO ₄ to pH <2	28 days	EPA 450.1	250 ml
Chloride	plastic/glass	none required	28 days	EPA 325.2/325.3	250 ml
Sulfate	plastic/glass	Cool to 4°C	28 days	EPA 375.4	250 ml
Alkalinity	plastic/glass	Cool to 4°C	14 days	EPA 310.1/310.2	250 ml
Gross alpha/gross beta	plastic/glass	HNO ₃ to pH <2	6 months	9310	1 gallon
Chlorinated herbicides	glass, teflon lined cap	Cool to 4°C	14/28 days	EPA 515.1	1000 ml
Hardness	plastic/glass	HNO ₃ to pH <2	6 months	EPA 130.2	150 ml

⁽¹⁾ Holding times for CLP methods are based on Validated Time of Sample Receipt as stated in CLP statement of work of February, 1991.
Holding times for Non-CLP methods are based on time of sample collection.

Note: Verify this information with the laboratory that will perform the analyses.

ATTACHMENT A (Continued)

SUMMARY OF CONTAINERS, PRESERVATION, AND HOLDING TIMES FOR SOIL SAMPLES

Parameter	Bottle Requirements	Preservation Requirements	Holding Time ⁽¹⁾	Analytical Method	Bottle Volume
Volatile Organic Compounds (VOA)	glass teflon lined cap	Cool to 4°C	10 days	CLP	1 x 50 gm
Semivolatile Organic Compounds (SVOA)	glass teflon lined cap	Cool to 4°C	Extraction within 10 days Analyze 40 days	CLP	1 x 250 gm
PCB/Pesticides	glass teflon lined cap	Cool to 4°C	Extraction within 10 days Analyze 40 days	CLP	1 x 50 gm
Metals (TAL)	plastic/glass	Cool to 4°C	Mercury is 26 days 180 days	CLP	1 x 50 gm
Cyanide	plastic/glass	Cool to 4°C	14 days	CLP EPA 335.2M	1 x 50 gm

(1) Holding times for CLP methods are based on Validated Time of Sample Receipt as stated in CLP statement of work of February, 1991.
Holding times for Non-CLP methods are based on time of sample collection.

Note: Verify this information with the laboratory that will perform the analyses.

ATTACHMENT B

SAMPLE SHIPPING PROCEDURES

ATTACHMENT B

SAMPLE SHIPPING PROCEDURES

Introduction

Samples collected during field investigations or in response to a hazardous materials incident must be classified by the project leader, prior to shipping by air, as either environmental or hazardous substances. The guidance for complying with U.S. DOT regulations in shipping environmental laboratory samples is given in the "National Guidance Package for Compliance with Department of Transportation Regulations in the Shipment of Environmental Laboratory Samples."

Pertinent regulations for the shipping of environmental samples is given in 40 CFR 261.4(d). Samples collected from process wastewater streams, drums, bulk storage tanks, soil, sediment, or water samples from areas suspected of being highly contaminated may require shipment as dangerous goods/hazardous substance. Regulations for packing, marking, labeling, and shipping of dangerous goods by air transport are promulgated by the United Nations International Civil Aviation Organization (UN/ICAO), which is equivalent to IATA.

Individuals responsible for transportation of environmental samples or dangerous goods/hazardous substances must be tested and certified by their employer. This is required by 49 CFR Part 172 Subpart H Docket HM-126 to assure the required qualifications for individuals offering materials for transportation.

Environmental samples shall be packed prior to shipment by commercial air carrier using the following procedures:

1. Select a sturdy cooler in good repair. Secure and tape the drain plug (inside and outside) with fiber or duct tape. Line the cooler with a large heavy duty plastic bag. This practice keeps the inside of the cooler clean and minimizes cleanup at the laboratory after samples are removed.
2. Allow sufficient headspace (ullage) in all bottles (except VOAs) to compensate for any pressure and temperature changes (approximately 10 percent of the volume of the container).

3. Be sure the lids on all bottles are tight (will not leak). In many regions custody seals are also applied to sample container lids. The reason for this practice is two-fold: to maintain integrity of samples and keep lid on the container should the lid loosen during shipment. Check with the appropriate regional procedures prior to field work. In many cases, the laboratory manager of the analytical lot to be used on a particular project can also provide this information.
4. It is good practice to wrap all glass containers in bubblewrap or other suitable packing material prior to placing in plastic bags.
5. Place all bottles in separate and appropriately sized polyethylene bags and seal the bags with tape (preferably plastic electrical tape, unless the bag is a zipper-type bag). Up to three VOA bottles, separately wrapped in bubblewrap, may be packed in one plastic bag.
6. Optionally, place three to six VOA vials in a quart metal can and then fill the can with vermiculite.
7. Place two to four inches of vermiculite (ground corn cob, or other inert packing material) in the bottom of the cooler and then place the bottles and cans in the cooler with sufficient space to allow for the addition of more vermiculite between the bottles and cans.
8. Put frozen "blue ice" (or ice that has been placed in properly sealed, double-bagged, heavy duty polyethylene bags) on top of and between the samples. Fill all remaining space between the bottles or cans with packing material. Fold and securely fasten the top of the large heavy duty plastic bag with tape (preferably electrical or duct).
9. Place the Chain-of-Custody Record and the Request for Analysis Form (if applicable) into a plastic bag, tape the bag to the inner side of the cooler lid, and then close the cooler and securely tape (preferably with fiber tape) the top of the cooler unit. Wrap the tape three to four times around each side of the cooler unit. Chain-of-custody seals should be affixed to the top and sides of the cooler within the securing tape so that the cooler cannot be opened without breaking the seal.
10. Each cooler (if multiple coolers) should have its own Chain-of-Custody Record reflecting the samples shipped in that cooler.
11. Label according to 40 CFR 261.4(d). The shipping containers should be marked "THIS END UP," and arrow labels which indicate the proper upward position of the container should be affixed to the container. A label containing the name and address of the shipper and laboratory shall be placed on the outside of the container. It is good practice to secure this label with clear plastic tape to prevent removal during shipment by blurring of important information should the label become wet. The commercial carrier is not required to sign the COC record as long as the custody seals remain intact and the COC record stays in the cooler. The only other documentation required is the completed airbill, which is secured to the top of the shipping container. Please note several coolers/shipping containers may be shipped under one airbill. However, each cooler must be labeled as "Cooler 1 of 3, Cooler 2 of 3, etc.", prior to shipping. Additionally it is good practice to label each COC form to correspond to each cooler (i.e., 1 of 3, 2 of 3, etc.).

APPENDIX N
CHAIN-OF-CUSTODY

**CHAIN-OF-CUSTODY
TABLE OF CONTENTS**

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 DEFINITIONS**
- 4.0 RESPONSIBILITIES**
- 5.0 PROCEDURES**
 - 5.1 Sample Identification**
 - 5.2 Chain-of-Custody Procedures**
- 6.0 QUALITY ASSURANCE RECORDS**
- 7.0 REFERENCES**

CHAIN-OF-CUSTODY

1.0 PURPOSE

The purpose of this SOP is to provide information on chain-of-custody procedures to be used to document sample handling.

2.0 SCOPE

This procedure describes the steps necessary for transferring samples through the use of Chain-of-Custody Records. A Chain-of-Custody Record is required, without exception, for the tracking and recording of samples collected for on-site or off-site analysis (chemical or geotechnical) during program activities (except wellhead samples taken for measurement of field parameters, SOP F101). Use of the Chain-of-Custody Record Form creates an accurate written record that can be used to trace the possession and handling of the sample from the moment of its collection through analysis. This procedure identifies the necessary custody records and describes their completion. This procedure does not take precedence over region-specific or site-specific requirements for chain-of-custody.

3.0 DEFINITIONS

Chain-of-Custody Record Form - A Chain-of-Custody Record Form is a printed two-part form that accompanies a sample or group of samples as custody of the sample(s) is transferred from one custodian to another custodian. One copy of the form must be retained in the project file.

Custodian - The person responsible for the custody of samples at a particular time, until custody is transferred to another person (and so documented), who then becomes custodian. A sample is under one's custody if:

- It is in one's actual possession.
- It is in one's view, after being in one's physical possession.
- It was in one's physical possession and then he/she locked it up to prevent tampering.
- It is in a designated and identified secure area.

Sample - A sample is physical evidence collected from a facility or the environment, which is representative of conditions at the point and time that it was collected.

4.0 RESPONSIBILITIES

Project Manager - The Project Manager is responsible for ensuring that project-specific plans are in accordance with these procedures, where applicable, or that other, approved procedures are developed. The Project Manager is responsible for development of documentation of procedures which deviate from those presented herein. The Project Manager is responsible for ensuring that chain-of-custody procedures are implemented. The Project Manager also is responsible for determining that custody procedures have been met by the analytical laboratory.

Field Team Leader - The Field Team Leader is responsible for determining that chain-of-custody procedures are implemented up to and including release to the shipper or laboratory. It is the responsibility of the Field Team Leader to ensure that these procedures are implemented in the field and to ensure that personnel performing sampling activities have been briefed and trained to execute these procedures.

Sampling Personnel - It is the responsibility of the field sampling personnel to initiate chain-of-custody procedures, and maintain custody of samples until they are relinquished to another custodian, the sample shipper, or to a common carrier.

5.0 PROCEDURES

The term "chain-of-custody" refers to procedures which ensure that evidence presented in a court of law is valid. The chain-of-custody procedures track the evidence from the time and place it is first obtained to the courtroom, as well as providing security for the evidence as it is moved and/or passed from the custody of one individual to another.

Chain-of-custody procedures, recordkeeping, and documentation are an important part of the management control of samples. Regulatory agencies must be able to provide the chain-of-possession and custody of any samples that are offered for evidence, or that form the basis of analytical test results introduced as evidence. Written procedures must be available and followed whenever evidence samples are collected, transferred, stored, analyzed, or destroyed.

5.1 Sample Identification

The method of identification of a sample depends on the type of measurement or analysis performed. When in-situ measurements are made, the data are recorded directly in bound logbooks or other field data records with identifying information.

Information which shall be recorded in the field logbook, when in-situ measurements or samples for laboratory analysis are collected, includes:

- Field Sampler(s);
- CTO Number;
- Project Sample Number;
- Sample location or sampling station number;
- Date and time of sample collection and/or measurement;
- Field observations;
- Equipment used to collect samples and measurements; and,
- Calibration data for equipment used.

Measurements and observations shall be recorded using waterproof ink.

5.1.1 Sample Label

Samples, other than in-situ measurements, are removed and transported from the sample location to a laboratory or other location for analysis. Before removal, however, a sample is often divided into portions, depending upon the analyses to be performed. Each portion is preserved in accordance with the Sampling and Analysis Plan. Each sample container is identified by a sample label (see Attachment A). Sample labels are provided, along with sample containers, by the analytical laboratory. The information recorded on the sample label includes:

- Project or Contract Task Order (CTO) Number.
- Station Location - The unique sample number identifying this sample.
- Date - A six-digit number indicating the day, month, and year of sample collection (e.g., 12/21/85).
- Time - A four-digit number indicating the 24-hour time of collection (for example: 0954 is 9:54 am., and 1629 is 4:29 p.m.).
- Medium - Water, soil, sediment, sludge, waste, etc.

- Sample Type - Grab or composite.
- Preservation - Type and quantity of preservation added.
- Analysis - VOA, BNAs, PCBs, pesticides, metals, cyanide, other.
- Sampled By - Printed name of the sampler.
- Remarks - Any pertinent additional information.

Using only the work assignment number of the sample label maintains the anonymity of sites. This may be necessary, even to the extent of preventing the laboratory performing the analysis from knowing the identity of the site (e.g., if the laboratory is part of an organization that has performed previous work on the site).

5.2 Chain-of-Custody Procedures

After collection, separation, identification, and preservation, the sample is maintained under chain-of-custody procedures until it is in the custody of the analytical laboratory and has been stored or disposed.

5.2.1 Field Custody Procedures

- Samples are collected as described in the site Sampling and Analysis Plan. Care must be taken to record precisely the sample location and to ensure that the sample number on the label matches the Chain-of-Custody Record exactly.
- The person undertaking the actual sampling in the field is responsible for the care and custody of the samples collected until they are properly transferred or dispatched.
- When photographs are taken of the sampling as part of the documentation procedure, the name of the photographer, date, time, site location, and site description are entered sequentially in the site logbook as photos are taken. Once developed, the photographic prints shall be serially numbered, corresponding to the logbook descriptions; photographs will be stored in the project files. It is good practice to identify sample locations in photographs by including an easily read sign with the appropriate sample/location number.
- Sample labels shall be completed for each sample, using waterproof ink unless prohibited by weather conditions, e.g., a logbook notation would explain that a pencil was used to fill out the sample label if the pen would not function in freezing weather.

5.2.2 Transfer of Custody and Shipment

Samples are accompanied by a Chain-of-Custody Record Form. A Chain-of-Custody Record Form example is shown in Attachment B. When transferring the possession of samples, the individual(s) relinquishing and receiving will sign, date, and note the time on the Record. This Record documents sample custody transfer from the sampler, often through another person, to the analyst in the laboratory. The Chain-of-Custody Record is filled out as given below.

- Enter header information (CTO number, samplers, and project name).
- Enter sample specific information (sample number, media, sample analysis required and analytical method, grab or composite, number and type of sample containers, and date/time sample was collected).
- Sign, date, and enter the time under "Relinquished by" entry.
- Have the person receiving the sample sign the "Received by" entry. If shipping samples by a common carrier, print the carrier to be used in this space (i.e., Federal Express).
- If a carrier is used, enter the airbill number under "Remarks," in the bottom right corner;
- Place the original (top, signed copy) of the Chain-of-Custody Record Form in a plastic zipper-type bag or other appropriate sample shipping package. Retain the copy with field records.
- Sign and date the custody seal, a 1- by 3-inch white paper label with black lettering and an adhesive backing. Attachment C is an example of a custody seal. The custody seal is part of the chain-of-custody process and is used to prevent tampering with samples after they have been collected in the field. Custody seals shall be provided by the analytical laboratory.
- Place the seal across the shipping container opening so that it would be broken if the container was to be opened.
- Complete other carrier-required shipping papers.

The custody record is completed using waterproof ink. Any corrections are made by drawing a line through and initialing and dating the change, then entering the correct information. Erasures are not permitted.

Common carriers will usually not accept responsibility for handling Chain-of-Custody Record Forms; this necessitates packing the record in the shipping container (enclosed with other

documentation in a plastic zipper-type bag). As long as custody forms are sealed inside the shipping container and the custody seals are intact, commercial carriers are not required to sign the custody form.

The laboratory representative who accepts the incoming sample shipment signs and dates the Chain-of-Custody Record, completing the sample transfer process. It is then the laboratory's responsibility to maintain internal logbooks and custody records throughout sample preparation and analysis.

6.0 QUALITY ASSURANCE RECORDS

Once samples have been packaged and shipped, the COC copy and airbill receipt becomes part of the Quality Assurance Record.

7.0 REFERENCES

1. USEPA. User's Guide to the Contract Laboratory Program. Office of Emergency and Remedial Response, Washington, D.C. (EPA/540/P-91/002), January 1991.

ATTACHMENT A

EXAMPLE SAMPLE LABEL

ATTACHMENT A

EXAMPLE SAMPLE LABEL

Baker	Baker Environmental Inc. Airport Office Park, Bldg. 3 420 Rouser Road Coraopolis, PA 15108
Project: <u>19026-SRN</u> CTO No.: <u>0026</u>	
Sample Description: <u>Groundwater</u>	
Date: <u>09/17/92</u>	Sampler: <u>ABC</u>
Time: <u>0944</u>	
Analysis: <u>TAL Metals (CAP)</u> Preservation: <u>HNO₃</u>	
Project Sample No.: <u>CAX-GW-04</u>	

Note: Typically, sample labels are provided by the analytical laboratory and may be used instead of the above. However, samplers should make sure all pertinent information can be affixed to the label used.

ATTACHMENT B

EXAMPLE CHAIN-OF-CUSTODY RECORD

Baker

Baker Environmental, Inc.
420 Rouser Road, AOP Building 3, Coraopolis, PA 15108

CHAIN-OF-CUSTODY RECORD

PROJECT NO.:		SITE NAME:				NO. OF CON- TAINERS							REMARKS
SAMPLERS (SIGNATURE):													
STATION NO.	DATE	TIME	COMP	GRAB	STATION LOCATION								
RELINQUISHED BY (SIGNATURE):			DATE/TIME:		RECEIVED BY (SIGNATURE):		RELINQUISHED BY (SIGNATURE):			DATE/TIME:		RECEIVED BY (SIGNATURE):	
RELINQUISHED BY (SIGNATURE):			DATE/TIME:		RECEIVED BY (SIGNATURE):		RELINQUISHED BY (SIGNATURE):			DATE/TIME:		RECEIVED BY (SIGNATURE):	
RELINQUISHED BY (SIGNATURE):			DATE/TIME:		RECEIVED FOR LABORATORY BY (SIGNATURE):		DATE/TIME:		REMARKS:				

ATTACHMENT C

EXAMPLE CUSTODY SEAL

ATTACHMENT C

EXAMPLE CUSTODY SEAL

Baker	____/____/____ Date
	_____ Signature
	CUSTODY SEAL

Baker	____/____/____ Date
	_____ Signature
	CUSTODY SEAL

APPENDIX O
FIELD LOGBOOK

**FIELD LOGBOOK
TABLE OF CONTENTS**

- 1.0 PURPOSE**
- 2.0 SCOPE**
- 3.0 DEFINITIONS**
- 4.0 RESPONSIBILITIES**
- 5.0 PROCEDURES**
 - 5.1 Cover**
 - 5.2 Daily Entries**
 - 5.3 Photographs**
- 6.0 QUALITY ASSURANCE RECORDS**
- 7.0 REFERENCES**

FIELD LOGBOOK

1.0 PURPOSE

This SOP describes the process for maintaining a field logbook.

2.0 SCOPE

The field logbook is a document which records all major on-site activities conducted during a field investigation. At a minimum, the following activities/events shall be recorded in the field logbook by each member of the field crew.

- Arrival/departure of site workers and visitors
- Arrival/departure of equipment
- Sample pickup (sample numbers, carrier, time)
- Sampling activities
- Start or completion of boreholes, monitoring wells, or sampling activities
- Health and safety issues

The field logbook is initiated upon arrival at the site for the start of the first on-site activity. Entries are made every day that on-site activities take place. At least one field logbook shall be maintained per site.

The field logbook becomes part of the permanent site file. Because information contained in the field logbook may be admitted as evidence in legal proceedings, it is critical that this document is properly maintained.

3.0 DEFINITIONS

Field logbook - The field logbook is a bound notebook with consecutively numbered pages. Upon entry of data, the logbook requires the signature of the responsible data/information recorder.

4.0 RESPONSIBILITIES

The Field Team Leader is responsible for maintaining a master field logbook for the duration of on-site activities. Each member of the sampling crew is responsible for maintaining a complete and accurate record of site activities for the duration of the project.

5.0 PROCEDURES

The following sections discuss some of the information which must be recorded in the field logbook. In general, a record of all events and activities, as well as other potentially important information shall be recorded by each member of the field team.

5.1 Cover

The inside cover or title page of each field logbook shall contain the following information:

- Contract Task Order Number
- Project name and location
- Name of Field Team Leader
- Baker's address and telephone number
- Start date
- If several logbooks are required, a sequential field logbook number

It is good practice to list important phone numbers and points of contact here.

5.2 Daily Entries

Daily entries into the logbook may contain a variety of information. At the beginning of each day the following information must be recorded by each team member.

- Date
- Start time
- Weather
- All field personnel present
- All visitors present
- Other pertinent information (i.e., planned activities, schedule changes, expected visitors, and equipment changes)

During the day, an ongoing record of all site activities should be written in the logbook. The master logbook kept by the field team leader need not duplicate that recorded in other field logbooks, but should summarize the information in other books and, where appropriate, reference the page numbers of other logbooks where detailed information pertaining to a subject may be found.

Some specific information which must be recorded in the logbook includes:

- Equipment used, equipment numbers, calibration, field servicing
- Field measurements
- Sample numbers, media, bottle size, preservatives, collection methods, and time
- Test boring and monitoring well construction information, including boring/well number and location
- Sketches for each sample location including appropriate measurements if required.
- Photograph log
- Drum log
- Other pertinent information

All entries should be made in indelible ink; all pages numbered consecutively; and all pages must be signed or initialed and dated by the responsible field personnel completing the log. No erasures are permitted. If an incorrect entry is made, the entry shall be crossed out with a single line, initialed, and dated.

5.3 Photographs

If photographs are permitted at a site, the record shall be maintained in the field logbook. When movies, slides or photographs are taken of any site location, they are numbered or cross-referenced to correspond to logbook entries. The name of the photographer, date, time, site location, site description, direction of view and weather conditions are entered in the logbook as the photographs are taken. Special lenses, film, or other image-enhancement techniques also must be noted in the field logbook. Once processed, photographs shall be serially numbered and labeled corresponding to the field logbook entries. Note that it may not be permitted to take photographs at all Activities; permission must be obtained from the LANTDIV EIC and the Activity responsible individual.

6.0 QUALITY ASSURANCE RECORDS

Once on-site activities have been completed, the field logbook shall be considered a quality assurance record.

7.0 REFERENCES

None.

ATTACHMENT B
GEOPROBE SAFETY INSTRUCTIONS

3.0 SAFETY INSTRUCTIONS

Operator safety is a chief consideration in the design and testing of all Geoprobe machines. While deliberate measures have been taken to remove the possibility of operator injury, care should be exercised whenever working with our machines. This section lists some important safety cautions.

IMPORTANT: Read all Safety Precautions before attempting to operate any Geoprobe Soil Probing Machine.

IMPORTANT: Untrained personnel should operate Geoprobe machines only when assisted by a qualified instructor.

IMPORTANT: The location of buried or underground utilities and services must be known before starting to drill or probe.

- 3.1 Operators should wear OSHA-approved steel-toed shoes and keep feet clear of probe foot.
- 3.2 Operators should wear OSHA-approved safety glasses at all times during the operation of this machine.
- 3.3 Operators must wear hearing protection. OSHA-approved hearing protection for sound levels exceeding 85 dba is recommended.
- 3.4 Only one person should operate a Geoprobe machine at one time. This ensures that one person will not accidentally engage the machine controls while another person's hands, fingers, or other appendages are on or around any moving parts.
- 3.5 Never place hands on top of probe rod while the rod is under probing machine.
- 3.6 Turn off the hydraulic system at the control panel while changing probe rods, inserting the hammer anvil, or attaching any accessories.
- 3.7 Never exert downward pressure on the probe rod so as to lift the probe foot over six inches off the ground (two inches with the 4220).
- 3.8 Always take the Geoprobe carrier vehicle out of gear and set emergency brake before engaging remote ignition.
- 3.9 Always extend the probe unit out from the vehicle and deploy the foot to clear the vehicle roof line before folding the probe unit out.
- 3.10 Operators must stand to the control side of the probe machine, clear of the probe foot and derrick, while operating controls.
- 3.11 Never exert down pressure on the probe rod so as to lift the rear tires of the carrier vehicle off the ground.

- 3.12 The vehicle catalytic converter is hot and may present a fire hazard when operating over dry grass or combustibles.
- 3.13 Shut down the hydraulic system and stop the vehicle before attempting to clean or service the equipment.
- 3.14 Accidental engagement of this machine may cause injury.
- 3.15 Use caution when carrier vehicle is parked on a loose or soft surface. Do not apply enough force to the probe foot to lighten the load on the carrier vehicle suspension. Reduced weight on the vehicle tires may allow the vehicle to shift or slide on the loose surface.
- 3.16 Do not wear loose clothing while operating this machine. Severe injury will result if clothing becomes entangled in moving parts.
- 3.17 Avoid hydraulic fluid leaks. Pressurized fluid may be injected into the skin resulting in serious bodily injury. In the event of an accident seek medical attention immediately.
- 3.18 In the event of a problem, the operator should release all control levers. The spring-loaded levers will automatically return to the neutral position and machine operation will cease.
- 3.19 Geoprobe machines are equipped with a remote starting system. Ensure that everyone is clear of all moving parts before starting the engine.
- 3.20 Do not make modifications or add attachments to this machine which are not approved by Geoprobe Systems.